



Windsor Lakes Homeowners Association Inc.



Board of Directors Meeting

August 30, 2022

Agenda



- **Call To Order**
- **Adopt Proposed Agenda**
- **Approval Previous Meeting Minutes**
 - **Regular Board Meeting Minutes of June 30,2022**
 - **Special Board Meeting Minutes of July 11,2022**
- **President's Report**
- **Vice-Presidents Report**
- **Secretary's Report – ARC Status**
- **Treasurer's Report - Financials**
- **Questions and Answers for the Board (submitted in writing)**
- **Adjournment**

President's Report

Actions of the Board since the last meeting



- On- Boarding Associa (PMGH)
 - Sterling issues
 - Internal financial issues
- Formation of "teams" to address specific needs in the community: technology, lawn services, fence repair/replacement
- Approval of installation of 5 new benches purchased in a prior year
- Approval of low-speed speed bumps for south gate
- Contract for new Reserve Study
- New maintenance tracking system in Town Square
 - Various fence repairs
 - Various sprinkler repairs
- Purchase of Billiards Room scoreboard
- Install shuffleboard
- Received new outdoor furniture
- Bids sought on sidewalk repairs

President's Report



- Contract for Reserves Study
(to be discussed in Treasurer's Report)
- Transition to Associa
- Approved Exemption Requests
- Solar panels per homeowner request with condition of placement
- Home purchaser age exemption application
- Ratify Election of New Board Director

President's Report

Ratification of Election of the New Director



Ratification of Barbara
Kimmelman to fill the vacated
term of Mike Dalke expiring April
2024.

Barbara B. Kimmelman Biography



2022 Election Candidate

Barbara B. Kimmelman
31 Carriage House Way

Occupation: I retired as a Social Security Administration (SSA) Federal Administrative Law Judge doing disability hearings at the end of the fiscal year in 2015. I had previously served as a Federal Administrative Judge with the Equal Employment Opportunity Commission for ten years, after serving as a Senior Attorney for the Social Security Administration. While working for EEOC, I first developed an interest in mediation and was able to resolve hundreds of cases amicably this way. Prior to working in the legal profession, I had enjoyed helping people as a General Dentist for 13 years, and participated in research and teaching at various levels at different times. Prior to moving to Texas, I was an attorney licensed to practice in Tennessee for 28 years.

Education: BA Biology, Florida State University; MS Genetics, Florida State University; Doctor of Dental Surgery, University of Tennessee; Juris Doctorate, University of Memphis. Certificate in Alternative Dispute Resolution from the National Judicial College.

Outside Activities: Prior to Covid, I was rocking newborns at Vanderbilt Children's Hospital, and volunteering at Second Harvest, a Food Bank. I look forward to being able to spend time rocking babies again when that becomes an option, and plan to work with a local food bank. I have also been an officer and active member of the Philanthropic Educational Organization, an international organization that raises money to educate women. I have not yet gotten involved with much here, as I promised myself I would get fully moved in and organized before getting caught up in what I would prefer to be doing. Prior to Covid I also enjoyed traveling regularly, both domestic and overseas, and I hope to do more of that in the future. Reading has been a joy to me, as well as gardening and photography.

I believe I would be an asset to our Board of Directors because: I care, and I am willing to be a team player and do whatever I can to serve Windsor Lakes Community and its people. It has been obvious to me that Windsor Lakes is a great community full of good people. I have always felt that I should do my part and I would like to contribute to this great community. So I am willing to do my part for Windsor Lakes as I begin to branch out and get more involved. I have a varied background and broad training and experience, and I work well with others to get things done. My background is in resolving issues and helping others, which has afforded me experience in communication and team work.

I have five children and six grandchildren, and my oldest son and his family live in The Woodlands. I have lived in Windsor Lakes for just over one year, and believe I can make a positive contribution.

WINDSOR LAKES HOMEOWNERS ASSOCIATION, INC
1 LAKE WINSOR CIRCLE, CONROE, TEXAS 77384 936-321-1181

Vice President's Report



Vice President's Report



- Activities and Events return
- Travel Events return
- Table Shuffleboard - new install.
- Pool Furniture complete
- 5 new park benches - installed

Secretary's Report



- ▶ Residential Statistics / ARC Committee Update



Secretary's Report

Windsor Lakes Neighborhood Standards / ARC Committee Report



WINDSOR LAKES NEIGHBORHOOD STANDARDS/ARC COMMITTEE

BOARD OF DIRECTORS REPORT August 2022

This report covers the period June 23, 2022 thru August 18, 2022
ARC submittals are being processed by email. The committee has been processing forms as they arrive.

ARC SUBMITTALS:

12 Submittals Approved:

- Dumpster 1
- Generator 2
- Patio cover 1
- Roof 2
- Screen patio 1
- Storm doors 1
- Tree removal 4

1 Submittal Denied:

Solar panels on front of home

VIOLATIONS:

None reported

COMMITTEE MEMBERS and Interested Parties:

John Corey (Chairman), Lynn Shoop, Steve Bertone, Pete Terminie
Interested Parties: John Reynolds, Louise McTear

Secretary's Report



Residential Statistics as of August 23, 2022

Tue Aug 23, 2022 02:58 pm
Report: dwr_cs_owner_occupancy_rpt

Owner Occupancy Report As Of: Tue Aug 23, 2022

User: emorgan
Erica Morgan

Association	Occupant	Percentage	Absentee	Percentage	Total
Windsor Lakes HOA	532	93%	40	7%	572
Report Total:	532	93%	40	7%	572

Treasurer's Report



Current Financials



Attached July 2022 & August 2022 Income & Expense statement. These are draft/unaudited financials due to the prior management (STERLING) financials not being fully received by Associa Accounts team. We only received May 2022 financials from Sterling which were not totally correct and required some internal adjustments. May YTD operating expenses were on budget.

July 2022 Income Statement Report (Page 1 of 2)



Income Statement Report Windsor Lakes HOA July 01, 2022 thru July 31, 2022

	Current Period			Year to Date (7 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Income								
4000 - Residential Assessments	139,856.00	0.00	139,856.00	139,856.00	0.00	139,856.00	0.00	(139,856.00)
4720 - Legal Reimbursements	64.50	0.00	64.50	64.50	0.00	64.50	0.00	(64.50)
Total Income	139,920.50	0.00	139,920.50	139,920.50	0.00	139,920.50	0.00	(139,920.50)
Total Operating Income	139,920.50	0.00	139,920.50	139,920.50	0.00	139,920.50	0.00	(139,920.50)
Expense								
Administrative								
5000 - General Administrative	5.25	0.00	5.25	5.25	0.00	5.25	0.00	(5.25)
5090 - Office Supplies	1.89	0.00	1.89	1.89	0.00	1.89	0.00	(1.89)
5100 - Records Storage	8.99	0.00	8.99	8.99	0.00	8.99	0.00	(8.99)
5105 - Reserve Studies	4,225.00	0.00	4,225.00	4,225.00	0.00	4,225.00	0.00	(4,225.00)
5210 - Printing & Copying	24.95	0.00	24.95	24.95	0.00	24.95	0.00	(24.95)
5215 - Postage	4.06	0.00	4.06	4.06	0.00	4.06	0.00	(4.06)
5300 - Salaries	7,817.52	0.00	7,817.52	7,817.52	0.00	7,817.52	0.00	(7,817.52)
5340 - Payroll Taxes	957.11	0.00	957.11	957.11	0.00	957.11	0.00	(957.11)
5399 - Payroll Expense Other	2,474.10	0.00	2,474.10	2,474.10	0.00	2,474.10	0.00	(2,474.10)
Total Administrative	15,518.87	0.00	15,518.87	15,518.87	0.00	15,518.87	0.00	(15,518.87)
Utilities								
6025 - Water Service	6,449.66	0.00	6,449.66	6,449.66	0.00	6,449.66	0.00	(6,449.66)
6035 - Trash and Recycling Service	709.01	0.00	709.01	709.01	0.00	709.01	0.00	(709.01)
Total Utilities	7,158.67	0.00	7,158.67	7,158.67	0.00	7,158.67	0.00	(7,158.67)
Landscaping								
6100 - Grounds & Landscaping - Contract	93,748.48	0.00	93,748.48	93,748.48	0.00	93,748.48	0.00	(93,748.48)
Total Landscaping	93,748.48	0.00	93,748.48	93,748.48	0.00	93,748.48	0.00	(93,748.48)
Contracted Services								
6418 - Fountains/Ponds/Lakes Services	1,635.01	0.00	1,635.01	1,635.01	0.00	1,635.01	0.00	(1,635.01)

July 2022 Income Statement Report

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Income Statement Report Windsor Lakes HOA July 01, 2022 thru July 31, 2022

	Current Period			Year to Date (7 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Contracted Services								
6434 - Pest Control	136.06	0.00	136.06	136.06	0.00	136.06	0.00	(136.06)
6438 - Pool Management	1,407.25	0.00	1,407.25	1,407.25	0.00	1,407.25	0.00	(1,407.25)
Total Contracted Services	3,178.32	0.00	3,178.32	3,178.32	0.00	3,178.32	0.00	(3,178.32)
Repair & Maintenance								
6530 - Common Areas Repair & Maintenance	1,177.50	0.00	1,177.50	1,177.50	0.00	1,177.50	0.00	(1,177.50)
6595 - Gate & Monument Repair & Maintenance	282.92	0.00	282.92	282.92	0.00	282.92	0.00	(282.92)
6795 - Other Supplies/Repair & Maintenance	1,400.00	0.00	1,400.00	1,400.00	0.00	1,400.00	0.00	(1,400.00)
Total Repair & Maintenance	2,860.42	0.00	2,860.42	2,860.42	0.00	2,860.42	0.00	(2,860.42)
Professional Services								
7020 - Legal Services	17.75	0.00	17.75	17.75	0.00	17.75	0.00	(17.75)
7025 - Legal Services - Collections	220.75	0.00	220.75	220.75	0.00	220.75	0.00	(220.75)
7040 - Management Fees	700.00	0.00	700.00	700.00	0.00	700.00	0.00	(700.00)
Total Professional Services	938.50	0.00	938.50	938.50	0.00	938.50	0.00	(938.50)
Total Operating Expense	123,403.26	0.00	123,403.26	123,403.26	0.00	123,403.26	0.00	(123,403.26)
Total Operating Income / (Loss)	16,517.24	0.00	16,517.24	16,517.24	0.00	16,517.24	0.00	(16,517.24)
Total Association Net Income / (Loss)	16,517.24	0.00	16,517.24	16,517.24	0.00	16,517.24	0.00	(16,517.24)

Aug 2022 Income Statement Report (Page 1 of 3)



Income Statement Report Windsor Lakes HOA August 01, 2022 thru August 31, 2022

	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Income								
4000 - Residential Assessments	139,856.00	0.00	139,856.00	279,712.00	0.00	279,712.00	0.00	(279,712.00)
4120 - Initial Contribution	500.00	0.00	500.00	500.00	0.00	500.00	0.00	(500.00)
4200 - User Fees	2,014.80	0.00	2,014.80	2,014.80	0.00	2,014.80	0.00	(2,014.80)
4275 - Non-Owner Classes	1,217.00	0.00	1,217.00	1,217.00	0.00	1,217.00	0.00	(1,217.00)
4720 - Legal Reimbursements	220.75	0.00	220.75	285.25	0.00	285.25	0.00	(285.25)
Total Income	143,808.55	0.00	143,808.55	283,729.05	0.00	283,729.05	0.00	(283,729.05)
Total Operating Income	143,808.55	0.00	143,808.55	283,729.05	0.00	283,729.05	0.00	(283,729.05)
Expense								
Administrative								
5000 - General Administrative	36.18	0.00	36.18	41.43	0.00	41.43	0.00	(41.43)
5030 - Coupon Costs	663.52	0.00	663.52	663.52	0.00	663.52	0.00	(663.52)
5090 - Office Supplies	4.59	0.00	4.59	6.48	0.00	6.48	0.00	(6.48)
5100 - Records Storage	8.99	0.00	8.99	17.98	0.00	17.98	0.00	(17.98)
5105 - Reserve Studies	0.00	0.00	0.00	4,225.00	0.00	4,225.00	0.00	(4,225.00)
5115 - Web Site Maintenance	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00	(3,000.00)
5196 - Miscellaneous Admin Expenses	1,242.00	0.00	1,242.00	1,242.00	0.00	1,242.00	0.00	(1,242.00)
5205 - Clubhouse Classes	1,530.00	0.00	1,530.00	1,530.00	0.00	1,530.00	0.00	(1,530.00)
5210 - Printing & Copying	24.80	0.00	24.80	49.75	0.00	49.75	0.00	(49.75)
5215 - Postage	10.14	0.00	10.14	14.20	0.00	14.20	0.00	(14.20)
5300 - Salaries	6,261.40	0.00	6,261.40	14,078.92	0.00	14,078.92	0.00	(14,078.92)
5340 - Payroll Taxes	781.11	0.00	781.11	1,738.22	0.00	1,738.22	0.00	(1,738.22)
5399 - Payroll Expense Other	1,665.65	0.00	1,665.65	4,139.75	0.00	4,139.75	0.00	(4,139.75)
Total Administrative	15,228.38	0.00	15,228.38	30,747.25	0.00	30,747.25	0.00	(30,747.25)
Utilities								
6025 - Water Service	8,421.20	0.00	8,421.20	14,870.86	0.00	14,870.86	0.00	(14,870.86)

Aug 2022 Income Statement Report (Page 2 of 3)



Income Statement Report Windsor Lakes HOA August 01, 2022 thru August 31, 2022

	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Utilities								
6035 - Trash and Recycling Service	0.00	0.00	0.00	709.01	0.00	709.01	0.00	(709.01)
Total Utilities	8,421.20	0.00	8,421.20	15,579.87	0.00	15,579.87	0.00	(15,579.87)
Landscaping								
6100 - Grounds & Landscaping - Contract	0.00	0.00	0.00	93,748.48	0.00	93,748.48	0.00	(93,748.48)
Total Landscaping	0.00	0.00	0.00	93,748.48	0.00	93,748.48	0.00	(93,748.48)
Contracted Services								
6418 - Fountains/Ponds/Lakes Services	415.12	0.00	415.12	2,050.13	0.00	2,050.13	0.00	(2,050.13)
6434 - Pest Control	0.00	0.00	0.00	136.06	0.00	136.06	0.00	(136.06)
6438 - Pool Management	1,407.25	0.00	1,407.25	2,814.50	0.00	2,814.50	0.00	(2,814.50)
6440 - Safety & Security	141.91	0.00	141.91	141.91	0.00	141.91	0.00	(141.91)
Total Contracted Services	1,964.28	0.00	1,964.28	5,142.60	0.00	5,142.60	0.00	(5,142.60)
Repair & Maintenance								
6530 - Common Areas Repair & Maintenance	0.00	0.00	0.00	1,177.50	0.00	1,177.50	0.00	(1,177.50)
6560 - Fence Repair & Maintenance	2,495.00	0.00	2,495.00	2,495.00	0.00	2,495.00	0.00	(2,495.00)
6595 - Gate & Monument Repair & Maintenance	0.00	0.00	0.00	282.92	0.00	282.92	0.00	(282.92)
6600 - General Repair & Maintenance	12,171.06	0.00	12,171.06	12,171.06	0.00	12,171.06	0.00	(12,171.06)
6795 - Other Supplies/Repair & Maintenance	0.00	0.00	0.00	1,400.00	0.00	1,400.00	0.00	(1,400.00)
Total Repair & Maintenance	14,666.06	0.00	14,666.06	17,526.48	0.00	17,526.48	0.00	(17,526.48)
Professional Services								
7020 - Legal Services	1,220.40	0.00	1,220.40	1,238.15	0.00	1,238.15	0.00	(1,238.15)
7025 - Legal Services - Collections	0.00	0.00	0.00	220.75	0.00	220.75	0.00	(220.75)

Aug 2022 Income Statement Report (Page 3 of 3)



Income Statement Report Windsor Lakes HOA August 01, 2022 thru August 31, 2022

	Current Period			Year to Date (8 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Professional Services								
7040 - Management Fees	700.00	0.00	700.00	1,400.00	0.00	1,400.00	0.00	(1,400.00)
Total Professional Services	1,920.40	0.00	1,920.40	2,858.90	0.00	2,858.90	0.00	(2,858.90)
Total Operating Expense	42,200.32	0.00	42,200.32	165,603.58	0.00	165,603.58	0.00	(165,603.58)
Total Operating Income / (Loss)	101,608.23	0.00	101,608.23	118,125.47	0.00	118,125.47	0.00	(118,125.47)
Total Association Net Income / (Loss)	101,608.23	0.00	101,608.23	118,125.47	0.00	118,125.47	0.00	(118,125.47)



Income Statement Roofs Town Homes YTD 2022

Income Statement Roofs-Townhomes Reserve 06/30/22						
REVENUES		Adjustments			Adjusted	
<u>Reserve Revenue</u>						
42950	RSRV TWH-Trsf from Opr	\$ 62,768.60	16	\$ 42,302.00	\$ 45,039.90	\$ 65,506.50
43200	RSRV Twnhs Interest	\$ 67.79				\$ 67.79
	Total Reserve Income	\$ 62,836.39		\$ 42,302.00	\$ 45,039.90	\$ 65,574.29
	TOTAL REVENUES	\$ 62,836.39		\$ 42,302.00	\$ 45,039.90	\$ 65,574.29
<u>EXPENSES</u>						
<u>Reserve Expenses</u>						
	RSRV-Pool					
76000	Repairs/Improvements	\$ 6,975.60	12		\$ 6,975.60	\$ -
77000	RSRV-Homes Painting	\$ 108,625.00	14		\$ 108,625.00	\$ -
77800	RSRV-Roof Replacement	\$ 812,337.00	15	\$ 129,150.00		\$ 941,487.00
	Total Reserve Expenses	\$ 927,937.60		\$ 129,150.00	\$ 115,600.60	\$ 941,487.00
	TOTAL EXPENSES	\$ 927,937.60		\$ 129,150.00	\$ 115,600.60	\$ 941,487.00
	Excess Revenue/Expense	\$ (865,101.21)		\$ 171,452.00	\$ 160,640.50	\$ (875,912.71)



Treasurer's Comments

- ▶ The previous BOARD made a decision to obtain an experienced General Manager (Kristine) to be on site.
- ▶ This decision was carefully examined financially during the final executed contract with Associa.
- ▶ The Management fee and salary adjustment forecast from July through December 2022 will have a positive variance of +/- \$10,000 conservatively.
- ▶ The Management fee & Salary 2023 forecast will result in a positive variance +/- \$9,000.00 including a COLA salary increase for our staff.
- ▶ A MAJOR thanks to Janet Tooman for her continued support during the past three months. She is the best!

Questions & Answers



Written Questions as
submitted to the Board on or
before August 23, 2022

Next Meeting



OCTOBER, 2022

SUN	MON	TUE	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 25, 2022, 7:00PM



Windsor Lakes Homeowners Association Inc.



Adjourned!