

Estates at Windermere Homeowners Association
Board Meeting December 12, 2005
Stoneybrook West Golf Club
DRAFT MINUTES

OPEN FORUM: None

QUORUM ESTABLISHED:

- Present: Ragini Patel, Joe Relich, Kathy Sheppard and Dan Zanini
- Absent: Todd Rule

Meeting convened at 6:45p by Relich. Proof of Notice verified by posting at the Exit Gate of the Association.

APPROVAL OF MINUTES: A motion to approve the November Meeting Minutes with the removal of Mr. Rule's telephone number was made (Sheppard/Relich) and carried.

TREASURER'S REPORT: Sheppard presented a written report (attached) for the record. The Board requested an updated AR ledger on 1 owner and decided to leave the late fees and ITL fees on the other delinquent accounts. The Board requested the name on another account be checked with OCPA, as one spouse is deceased.

LANDSCAPE COMMITTEE: Janis Zanini provided a written report (attached) for the record. Subsequently, the Board directed:

- Ms. Sheppard will research an Internet resource to purchase fence caps, as these are not available at local stores.
- Use of a mason (\$450 bid) to repair the stone surround at the gate was tabled so an alternate solution can be explored by Ms. Patel and Mr. Zanini.
- Ms. Zanini was authorized to pursue additional bids for upgrading the landscape lighting at the front entrance.
- A motion was made (Relich/Zanini) and carried not to terminate PLM, the landscaping vendor.
- Ms. Zanini will contact PLM regarding the schedule for mulch and tree lifting. Ms. Sheppard requested the invoice for the mulch be included in the December Accounts Payable.

ARC REPORT: Ms. Sheppard presented a report for Mark Sheppard, Chair

- There are no pending applications.
- It appears that an owner on Ridgewind Way painted their driveway without getting prior ARB approval. Ms. Rumely was asked to send the owner a violation letter.

MANAGER'S REPORT: Ms. Rumely summarized activities during November/December in a written report previously provided to the Board of Directors.

- Ms. Rumely provided a cost summary of the two lowest bids on sidewalk/curb repairs to the Board. She will provide the detailed bids by email for their review.

The Board directed Ms. Rumely to confirm insurance and check references and then make a choice.

- Ms. Rumely reported the Annual Membership Meeting/Election has been scheduled at Stoneybrook West for January 26, 2006 and the first notice has gone out to the homeowners on December 1st with the assessment notice.
- Ms. Rumely reported that FDC indicated that switching the direction of the gates would be an expensive project \$4500 est.

OLD BUSINESS:

- Exit Gate directional signage – the second bid was for \$350 plus materials. A motion was made (Sheppard/Zanini) and carried to authorize Ms. Rumely to select the less expensive vendor to complete this project with reflective glass beads.
- Fence Rail damage – Ms. Rumely reported she has sent PLM written notice and photos with directions to the areas of damage that appear to have been caused by the mowers.
- Web Site update- discussion tabled
- Management services rebid-Ms. Rumely provided the Board with the requested \$500 check and a listing of owners for the next management company. Ms. Sheppard requested a vendor history from Ms. Rumely by email.
- Ms. Rumely provided a signature card for the new CD to the Board requesting they obtain signatures and return the form to her.

NEW BUSINESS:

- Ms. Sheppard approved the November irrigation repair invoice for payment. Ms. Zanini will contact PLM regarding the schedule for the next irrigation inspection.

ADJOURNMENT: Motion (Relich/Zanini) was made and carried to adjourn the meeting at 8:30pm.

MINUTES: taken by Carol Rumely, Association Manager