

# The Estates At Windermere

## HOMEOWNERS ASSOCIATION, INC.

Board Of Directors Meeting

February 3, 2015

6:30 P.M.

### MINUTES

The Board Of Directors of **The Estates At Windermere Homeowners Association, Inc.** met on February 3, 2015 at 6:30 p.m. in the home of Dennis McCarthy.

Directors present were: Dennis McCarthy, Jim Park, Marcel Maritz, and Kathie Glass. Andy Sheeter was unable to attend. Chuck Strode represented *Associa – Community Management Professionals, Inc.* There were no homeowners in attendance.

The meeting was **called to order** at 6:45 p.m by the President, Mr. McCarthy, who noted that a **quorum of directors** was present and that meeting notice had been properly posted.

**Minutes** of the August 21, 2014 meeting were reviewed; a minor typographical correction and the addition of a specific delinquent account review were requested. **Motion by Mr. McCarthy to accept the minutes of the August 21, 2014 meeting, as amended**, was seconded by Mr. Maritz and **unanimously approved.**

Preparations for the **2016 annual membership meeting (January 2016)** were briefly discussed; it was agreed that the annual meeting notice should be send to all owners in NOVEMBER 2015, with the January 2016 assessment notices if possible.

The December 2014 financial statement was briefly reviewed by Management, in the absence of the Treasurer.

Formal acceptance and adoption of the 2015 operating budget was discussed. **Motion by Mr. McCarty to approve and adopt the fiscal year 2015 operating budget and reserves schedule, as previously proposed**; motion was seconded by Mr. Maritz and **unanimously approved.** It was noted that the annual assessment for 2015 would not change from the previous year's amount.

A year-end surplus of just over \$33,000.00 in income over expenses was noted for the year-end operations in 2014. **Motion by Mr. McCarthy to transfer any year-end 2014 surplus amounts to Reserves – Future Projects account (COA 3314) as per the Treasurer's recommendation.** Motion was seconded by Mr. Maritz and **unanimously approved.**

**Accounts receivable** were reviewed and discussed; as of this date there were eight (8) Lots unpaid for the January 2015 assessment. Management was asked to provide the President with Associa's standard text for Late Notices so that the notice can be edited for *Estates At Windermere* purposes. Management was asked to verify that the owners of 2334 Ridgewind Way had received a certified-mail notice of their delinquency; if not, an updated notice will be mailed certified/return receipt requested and by regular mail, before the account is referred to the attorneys for a lien and demand letter. Ms. Glass will contact the residents of 2607 Coral Stone Way regarding their delinquency and Lot maintenance needs.

**Road repairs and repaving needs** were discussed. Jim Park will coordinate obtaining bids for repairs and paving, along with recommendations for a good time to do the work, and the board will review at a future meeting. Management was asked to retrieve and forward a copy of the 2011 roads and storm water system evaluation report to the Board for review and consideration.



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**Violations notices were requested;** Management was asked to send a notice to 2225 Ridgeway regarding rust or iron staining on the front exterior wall of the house, visible from the street, and to 2601 Coral Stone to remove and replace dead shrubs in the back yard along the Ridgewind Way entrance / exit road.

**Unfinished Business** The following matters were again brought before the board –

Front entrance wall redesign - Mr. Park presented new finalized designs for the front entry monument signs, and a quote from *The Sign King* to strip, prepare, install, and seal new travertine tiles and install letters and die-cut figure (using polycarbonate materials) at a cost of \$9,401.50, or using powdercoated aluminum at a cost of \$11,441.50. **Motion by Mr. Park to accept the quote from Sign King, using powdercoated aluminum lettering and die-cut figure, and authorizing up to \$13,000.00 expense on this project (to cover contingencies).** Motion was seconded by Mr. Maritz and **unanimously approved.** Mr. Park will coordinate this project with the contractors.

Sidewalk repairs - Phase 2 of the sidewalk repairs was completed in December; Phase 3 of this project will be deferred to a later date, as determined by the Board.

Landscaping maintenance contractor - Some concerns were expressed regarding the need for greater detail and hand work in the common grounds along McKinnon Rd. It was suggested that the current contractor, *Covino Landscape*, be retained for maintenance work within the gates and that *West Orange Nurseries* or another vendor be contacted about providing detail services for the road frontage tracts. **No action was taken at this time.**

Painting of weir structures (overflow boxes) - A sample area has been painted on one of the weir structures; additional options including 'vehicle wrap' materials are being investigated and will be reviewed at the next board meeting.

Fountain repairs and upgrades - The retention pond fountain was recently serviced and cleaned, and new lighting equipment installed. Additional electrical repairs were also completed.

Community website updates - Management will assist the Board in updating website content once access issues have been resolved.

**New business** The following matters were discussed –

Gate repairs - *Oaks Security* recently completed a number of necessary repairs at the front entry and exit gates, including replacement of the battery back-up system. Additionally, a new **quarterly preventive maintenance service agreement** has been engaged.

A new DSL internet line is being purchased for the front gate telephone system, so that wireless video cameras can be installed to replace the current cameras and DVR equipment.

Playground equipment - Mr. McCarthy reported that many families have asked about the purchase and installation of 'tot-lot' equipment to serve the younger children of Estates families. **Motion by Mr. McCarthy to purchase and install a "Fun Dozer" type spring-ride at a cost of up to \$850.00.** Motion was seconded by Ms. Glass and **unanimously approved.**

Tree care needs - Maintenance of trees in the common areas within the Community and along McKinnon Rd. was briefly discussed; pine trees along McKinnon's fence line have experienced some health



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issues which may need to be addressed win the coming year. Mr. McCarthy will consult with Godley's Tree Service and advise the Board accordingly.

Updated Neighborhood Directory - An updated Directory is being finalized at this time and will be distributed to all residents shortly.

Future projects for FY2015 - projects under consideration at this time include **soccer field renovations, landscape lighting improvements, construction of a picnic pavilion,** and other recreation area upgrades.

Insurance policy renewal - The association's insurance policies renew in January for general property and liability, and in March for Directors & Officers coverages for 2015-2016. Renewal application forms were signed by the President.

**NEXT MEETING:           Date to be determined; time and location to be announced.**

There being no further business to come before the



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