

The Estates At Windermere

HOMEOWNERS ASSOCIATION, INC.

Board Of Directors Meeting

May 27, 2015 7:00 PM

MINUTES

The Board Of Directors of **The Estates At Windermere Homeowners Association, Inc.** met on May 27, 2015 at 7:00 p.m. in the home of Dennis McCarthy.

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

The meeting was **called to order** at 7:15 p.m by Mr. McCarthy, who noted that a **quorum of directors** was present and that meeting notice had been properly posted.

Minutes of the February 3rd meeting were reviewed; **Motion by Mr. McCarthy to accept the minutes of the February meeting** was seconded by Mr. Maritz and **unanimously approved.**

Financial statements for March and April 2015 were briefly reviewed by Mr. Sheeter. A number of adjusting journal entries are needed to reclassify some expenses; management will process these requests.

Accounts receivable were reviewed and needed collections actions discussed. Management recommended that account balance statements be sent to those with balances under \$75.00, and late notices mailed to those with higher balances. The board **unanimously agreed with the recommendations.**

Management recommended the board adopt an updated **collections policy**, and reviewed the suggested format with the Board. A formal draft of the policy will be presented to the board for consideration at its next regular meeting.

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

Front entrance wall redesign - Mr. Park advised that the installation of new wall tile, sign lettering, and logo was **completed** at this time. Work was deemed satisfactory and management was authorized to **release payment to the contractor at this time.** It was suggested that management contact the vendor (The Sign King) to obtain copies of the digital artwork files and to inquire about the future availability of lettering (in the event of vandalism or theft).

Front gate camera upgrades - Management reported that the new DSL internet line had been installed at the front entry gate, to support the new wireless IP video cameras to be installed. The *Oaks Security* proposal for new DVR, upgraded video encoder, and license plate camera, at approximately \$2,000.00 to include labor and shipping was reviewed. **Motion by Mr. Park to accept the Oaks Security quote** was seconded by Mr. Maritz and **unanimously approved.**

A new '**video surveillance / no soliciting**' sign is needed at the front gates. Management was authorized to purchase and install a new sign.

Sidewalk repairs - Mr. McCarthy advised the board of two raised or damaged panels on McKinnon Road that are in need of immediate repairs. Management was asked to contact the sidewalk repairs contractor to address these needs as soon as possible.



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Community website updates - The website hosting agreement will expire in August 2015 – Mr. McCarthy will pay the renewal invoice and submit for reimbursement. Management will assist the Board in updating website content to include photos of the new entranceway signage .

Entry way landscaping needs - **Motion by Mr. McCarthy to install additional plants in the beds at the front gate and entry walls, to fill in the planters.** Motion was seconded by Ms. Glass and **unanimously approved.**

Trees on McKinnon Rd - **Pine trees on McKinnon Road** are in decline. Mr. McCarthy suggested that six (6) new pine trees be purchased and installed to supplement the trees in this area. He will obtain prices for board consideration.

Insurance claim for slip and fall accident - The Association's insurance carrier has advised that they have reopened the file on the 2013 accident claim, following receipt of notice from an attorney representing the injured party. However, there has been no further contact or movement on the claim since March. Management was asked to inquire with the carrier about any waivers or releases that may have been executed following payment of \$1,000.00 previously rendered. Also, to inquire about subrogation of the claim against other parties on the Association's behalf.

New Business The following matters were discussed –

Repairs to front entry walls - Needed repairs to stucco and stone features on the front entry walls were noted. Mr. McCarthy will evaluate and advise the board of his findings.

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. The **pavilion** is the preferred project at this time. Board members agreed to being research on this project and collect ideas for consideration at the next meeting.

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

There being no further business to come before the board, the meeting was **adjourned at 9:15 p.m.**



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