

# WINDERMERE HOMEOWNERS' ASSOCIATION BOARD MEETING

## Board Meeting Minutes

November 21, 2022 / 7:00 pm / via Zoom online meeting

### 1. Resident conversations:

- Marsha M. – no specific concerns, just wanted to listen in

### 2. Call to Order

Meeting called to order at 7:04 p.m. Quorum requirement met.

Chad Ertel, Kirkpatrick Management Company (KMC) Community Manager

Directors present included:

Don Wyatt – President (term 01/01/2021 - 01/01/2023)

Erica Wise – Member at Large (term 11/01/2022 - 01/01/2024)

Brian Butler – Secretary (term 01/01/2022 – 01/01/2024)

Jason Luebke, Member at Large (term 01/01/2021 - 01/01/2023)

Meg Shanley – Member at Large (term 09/17/2022 – 01/01/2024)

Greg Estell – Member at Large (term 01/01/2021 - 01/01/2023)

### 3. Review October Minutes

- October 24, 2022 minutes – motion by Don, second by Meg, motion carries.

### 4. Interim appointment: Treasurer needed due to passing of Mike Brown in October.

- Motion by Don to appoint Meg, second Brian, motion carries. Meg Shanley appointed to fulfill Treasurer duties through 1/1/2023.

### 5. Treasurer's Report:

- Delinquency Report: Update below.
  - Resident on Cheswick Lane – proceeding with collections due to numerous non-sufficient fund issues
  - Resident on Springston Court – judgement entered - pay plan to begin 11/11/2022.
  - Resident on Balroyal Court – payment made in full on 11/11/2022
  - Resident on Glenn Abbey Lane – contested hearing set for 1/19/2023
- Receivables report – not reported this month from KMC.

### 6. Management/Vendor Report:

- **Landscaping**
  - Leaf cleanup started last week, late start this year. Chad directed them to work on borders and entrances prior to Thanksgiving. There will be a second cleanup yet scheduled.

- Irrigation system: Heritage Green entrance either missed or system has not been shut down (frozen BFP).
- Tree trimming – ProCare – two tree trimming staff for 8 hours work - \$1000.00 KMC will secure additional quotes.
- **Playground & Recreation Courts**
  - **Playground equipment:**
    - Full review of long term playground equipment needs, design and replacement costs needs to be completed. Resident input required.  
**ACTION:** Brian Butler and Jason Luebke asked to lead playground equipment advisory committee. Joe Paulson and other residents are welcome to join. Goal is to support decision making in fall and execution in early 2023, in time for spring/summer. Brian to complete survey draft and send to Board for review prior to posting. Will post link to survey on HOA website, on FB, and with temporary signage at Park for gathering resident comments.
  - **Tennis court lock** – Posted on sign and HOA website, join club for access combination.
- **Pond Treatment & Animal Control**
  - Skunks – KMC reached out to two vendors. One responded (suggested by resident named Kim), 20 skunks removed for \$5,000.00. Working to get another quote.
  - Pond L - cat-tails removed.
  - Street trees – For homes with missing trees. HOA can have trees planted after homeowner is properly notified. Don and Greg to review and create a letter, see above.
- **Violation report**
  - Approximately 33 Windermere properties have unaddressed violations that are now at the “legal action” stage. Most prevalent issues include:
    - Boulevard trees
    - Mailboxes
    - Poor condition of home or landscaping/repairs required.
    - Architectural changes not approved/unauthorized and require change.

## 7. Old Business

- Street sign needs correction (recently installed). KMC to follow up.
- Repainting of home – colors submitted and approved. Repainting to occur next spring.
- Barton will start pool demolition in February. Will need to get water to them.
- Another pool item - awning over the concessions – developed a rip. Retractable awning broke at end of season. Start December / January for re-do. Guess \$5K for this? One thought – could we automate the entry system? Key fob? Maybe this

could potentially reduce need for pool attendant and trim labor costs. Could we get a sponsorship for WiFi at the pool? Could then add cameras at park. 20 chaise lounges set out for re-strapping this winter.

- Annual meeting – date set as Thursday, December 1, 7pm, via Zoom.
- Home (either Lakeside or Heritage Green) with addition on side – ready for legal – required to pay attorney’s fees and costs note to be added to letter.
- What is timing for relocation of the trees that are placed too close together (one home in neighborhood - Woodstone)? Legal advised we can take “self-help” provision and accomplish the work and bill the homeowner. October / November is best timing.

## **8. New Business**

- Street trees – For homes with missing trees. HOA can have trees planted after homeowner is properly notified. Don and Greg to review and create a letter, see above.
- Motion to approve HOA annual budget for 2023 - \$550 per homeowner. Motion by Don, second by Greg, motion carries.
- Trees and landscaping has started with demolition at 96<sup>th</sup> Street entrance. Still need to send formal contract to Oncore.
- Winter holiday decorations are on order.

## **9. Next Meeting & Adjournment**

Next Board of Directors Meeting will be Monday, December 19, 2022 at 7:00 pm. Unless otherwise noted on the Windermere website, the meeting will be via teleconference.

**Meeting adjourned meeting at 8:00 pm.**

Submitted: Brian Butler, Secretary  
Windermere Homeowners’ Association