

# REGULAR MEETING OF THE BOARD OF DIRECTORS

## **\*\*MEETING MINUTES\*\***

**Meeting Date:** November 23, 2020  
**Meeting Time:** 6:00 p.m.  
**Meeting Location:** Virtual Zoom Meeting

---

- 6:00 pm **Call to Order** Meeting was called to order by Eric
- 6:01 pm **Roll Call** All members of the board are present, as well as Charity Williams, representing Windemere Property Management. Charity will be leaving her position at Windemere and so her replacement, Donelle Fletcher, was also attending.
- 6:03 pm **Approval of Previous Meeting Minutes**  
*Emily motioned for approval, Rina seconded the motion. The motion was approved unanimously.*
- 6:04pm **Meeting Agenda**  
Topics for discussion as follows:
- Delinquency and fees
  - Parking and landscaping compliance
  - Mailboxes
  - Annual Meeting and budget Review
  - Old Business
  - Additional Meetings
- 6:05 pm **Delinquency and Fees :** Windemere to provide a list of delinquent payments for various homeowners to members of the board. The bulk of delinquencies are for individuals who are no longer homeowners. Board members discussed some confidential matters. Delinquent accounts have been sent to collection agencies. Second notices for the September Assessment went out in November to homeowners.
- 6:15 pm **Parking and Landscaping Compliance:** Board members to walk zones in the neighborhood keep a record of repeat offenses so that they can be compiled and notices sent to homeowners. Board members will be looking for repeated parking non-compliance and blatant disregard for the parking rules on a repeated basis and send them to Windemere to compile and

send out notices to homeowners. Charity provided a checklist based on our documents and Eric revised it.

6:28 pm      **Mailboxes**      Homeowner had a concern that someone might be tampering with mailboxes, but there was no evidence to support this in other areas of the neighborhood. Homeowner to check with Postal Service to see if repairs need to be made. Board has replaced 2 of the mailboxes since the neighborhood's inception. The cost of replacement ranges from \$2000 to \$2200.

6:33 pm      **Annual Meeting and Budget Review**      Anna to meet with Donelle and Charity of Windemere to review the annual budget. Board agreed to meet to ratify the budget on December 15<sup>th</sup> at our next meeting. Annual homeowners meeting will be in February.

6:35 pm      **Old Business**      Basketball backboard bids have still not been found. Charity to solicit more bids. VPM has still not removed the 5 dead trees. Charity to follow up with VPM tomorrow. Tree replacement with similar trees will now need to be explored in the Spring. Tenant has still not received a letter from the board per last board meeting discussion. Donelle to follow up with the letter and send to the board for approval on Wednesday.

6:44 pm      **Additional Meetings**      Subsequent meeting to be held December 15<sup>th</sup> at 6:00 pm to ratify the budget.

6:54 pm      *Meeting Adjourned.*

