



Windover Farms Community Association  
P.O. Box 658  
Titusville, FL 32781

## Windover Farms Community Association

### Board Meeting Minutes

Feb. 19, 2019

#### I. Call to order

President TJ Bacala called the meeting to order at 7:05 p.m. at Long Lake Park Recreational Center

#### II. Roll call and Certification of Proxies

**Present at the meeting was the Windover Farms Community Association Board of Directors:** President Tammy-Jean “TJ” Bacala, Vice President Joyce Koyama, Treasurer Lonnie Koyama, Secretary Logan Anderson, Directors John “JC” Castro, Bobby Jacobs, Vikki Jacobs

**Also, in attendance:** Lot owners including, Past President Toni Toffel, Past Secretary/Treasurer Sharon Solt, Past Director Chad Oman, David Seaton and Glenn Bacala

#### III. Proof of Notice of Meeting or Waiver of Notice

President TJ Bacala reported that signs advertising the Feb. 19, 2019 board meeting were placed at each end of Windover Way on Saturday, Feb. 16, 2019 – at Windover Way and Windover Trail & at Windover Way and Route 405

#### IV. Reading of Prior Meeting Minutes

**Minutes of the Feb. 5, 2019 Annual Meeting were distributed and reviewed.** Also submitted for the record was an “Authorization of Proxy” form submitted from the Feb. 5 Annual Meeting by what appears to be Christina Asch (8033 Windover Way), for Joseph Asch to speak as proxy, but it was noted that there were discrepancies in the names on the form – the typed form notes “Christian” with what looks like a hand written “e” at the end of the name, and a signature line that has “Christina” typed

*Motion was made by Director JC Castro, seconded by Secretary Logan Anderson, to accept the minutes and attachments as submitted. Motion carried.*

**Minutes of the Feb. 5, 2019 Board Meeting were distributed and reviewed.** Vice President Joyce Koyama, Director Vikki Jacobs and President TJ Bacala all noted that some names were misspelled on the minutes: the correct spellings of Tammy-Jean “TJ” Bacala, Lonnie Koyama, Bobby Jacobs and Vikki Jacobs will be added.

*Motion was made by Secretary Logan Anderson, seconded by Director JC Castro, to accept the minutes as submitted, with noted corrections. Motion carried.*

#### V. Reports of Officers

##### a. President



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1. TJ Bacala recently met with Past President Toni Toffel and Past Secretary/Treasurer Sharon Solt to discuss transfer of duties to new board members.
2. New Board member e-mails have not been set up as of Feb. 19, but past Director Chad Oman is working on that issue with the webmaster. Past President Toni Toffel will stay on the board e-mail list.
3. President Bacala presented a form letter that can be used to answer questions about dues
4. President Bacala has sent out two estoppel letters to inquiring title companies

b. **No other officer reports were given**

#### VI. Reports of Committees

- Past Secretary/Treasurer Sharon Solt reported that there are no current WFCA committees
- A discussion was had about forming a Garage Sale Day Committee but was decided by consensus that the Board will work on that event.
- A discussion was had about forming a Welcoming Committee. Past President Toni Toffel reported that there have been complaints about the lack of such a committee. There has been a problem with finding volunteers for the Welcoming Committee. Concerns were raised that some people may not appreciate having strangers come on to their property even as a welcome. The discussion resulted with Secretary Logan Anderson agreeing to create a welcome letter that could be sent to new owners.
- Vice President Joyce Koyama made a motion, seconded by Director Bobby Jacobs, for requests and communications to the Board and from the Board be shared with the rest of the Board members. *Motion carried.*  
Past Director Chad Oman informed the board sharing communications could be done by including the board e-mail address – wfboard@windoverfarms.org – to the communications. The wfboard@windoverfarms.org address is a group address that will go to all members.
- Treasurer Lonnie Koyama stated that the board should focus on and complete its HOA revitalization effort before spending money on new events or items because there is no money currently coming in.

#### VII. Director Certifications (90 days)

- A discussion was had about new directors needing to complete their required certifications

#### VIII. Bank Signature Card - Out going

- Past President Toni Toffel reported that every member of the new Board will have to go to Sun Trust Bank at the same time, at the same day to sign the WFCA Bank Card forms
- President TJ Bacala will contact bank to coordinate time for new members to sign



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- Past President Toni Toffel must write a letter to Sun Trust explaining the reason for the change and provide a copy of the previous meeting's minutes that show new members were added and old members left.
- Secretary Logan Anderson will provide Past President Toffel with corrected minutes showing the change (see item IV)

#### IX. Discuss Duties & Role Assignments:

- Tabled until next meeting by consensus of the Board

#### X. Old Business

##### A. Calendar of Events 2019:

1. The annual Garage Sale Weekends were scheduled for

**Spring:** Saturday, April 6, 2019 & Sunday, April 7, 2019

**Fall:** Saturday, Oct. 5, 2019 & Sunday, Oct. 6, 2019

**Times:** 8 a.m. – 3 p.m.

##### *Advertising:*

- Vice President Joyce Koyama will place ads in newspapers and "Swapshop"
- Director JC Castro will place physical signs along Windover Way and advertise on the Nextdoor App
- Secretary Logan Anderson will advertise on Facebook

2. Easter Egg Hunt

Due to time, the Easter Egg Hunt will not occur this year, by consensus

3. Other events, including the Community Picnic, Christmas Decorating Contest, Annual Meeting, will be discussed at a later meeting



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#### XI. New Business

1. Vice President Joyce Koyama made a motion, seconded by Director Bobby Jacobs, to schedule the next WFCA Board Meeting for **March 12 at 6 p.m.** – *motion carried*
2. Director Bobby Jacobs made a motion, seconded by Vice President Joyce Koyama, to invite Dennis Collins of Collins Realty to come to the March 12 meeting to speak on the topic of community management companies – *motion carried*
3. Treasurer Lonnie Koyama brought up the topic of revitalization. The board discussed the current status of the revitalization effort. Information will be brought to the next meeting.
4. Director Bobby Jacobs made a motion, seconded by Joyce Koyama, to make Guest Speaker Dennis Collins and the topic of revitalization the only agenda items of the March 12 meeting – *motion carried*
5. Director JC Castro said he will replace the broken air conditioning unit inside the WFCA office at the Long Lake Recreational Area.

Meeting was adjourned at 8:16 p.m.