

Windover Farms Community Association  
Special Meeting Minutes  
March 29, 2017  
7:00

Type of Meeting: Windover Farms Community Association Special Meeting to approve Secretary/Treasurer

Meeting Facilitator: Toni Toffel, President

Invitees: Board of Directors, Web Administrator

I. Call to Order and Confirmation of Attendance

The meeting was called to order by Toni Toffel on March 29, 2017 at 7:05 pm at The Long Lake Recreational Center. Attendance sheet was passed around. The following voting board officers and directors were in attendance:

Toni Toffel – President  
Bill Solt – Vice President  
Glenn Seaton – Tech Support  
John Castro – Director  
Chad Oman – Director  
Pat Tabeling  
Natasha Simpson

II. Approval of New Secretary/Treasurer

Toni Toffel nominated Pat Tabeling as new Secretary/Treasurer. A brief introduction and questions of qualifications was discussed. John Castro seconded the nomination. The board unanimously accepted Pat Tabeling as the new Secretary/Treasurer. She was given an office key and Toni will make the announcement on “Next Door”.

III. SunTrust Bank

Discussion was held in regards to the Board meeting at SunTrust Bank to update the account authorizations and signature cards. It was suggested to meet at 9:30 am on Monday, April 3, 2017. Toni would confirm with the bank.

IV. Park Request and Key Request Forms and Updates

a) Discussion was held in regards to having two separate forms to request reserving the Park and to request obtaining keys. Glen explained that a Park request was used to reserve the Park for an event, and a key request was made for use of facilities or Racquet Ball Court and that the two requests should be kept separate as they were not necessarily for the same purpose. It was decided that the forms would be kept separate. Bill Solt will continue to handle key requests. In addition, it was discussed that we should add to the Park Request form template a statement of responsibility and an agreement to clean the facility after use, follow the Park rules, and no nailing to any of the structures. Toni stated that she would do this and send to Glenn.

b) Discussion on Matt Penley's quote to replace the ties around the Park Sign and to fix the boards that were damaged. It was agreed that we will accept the quote for replacing the ties around the sign and ask for another for the boards.

c) Glenn stated that it would cost about \$100.00 each, or about \$200.00, to add 2 cameras to our current security system. He also stated that the current system records over after 2 days. Discussion was held on replacing the system but it was decided that they would further review the capabilities of the current system to see if it will fit the needs.

d) Chad presented the new signs to be placed on the Pavilion and the Racquet Ball Court on how to obtain keys for the facilities.

#### V. New Business

a) Bill opened discussion on reviewing and revising the CCR's (Green Book). He suggested a general meeting to review and revise the current book. Discussion was held on the difficulties of obtaining a quorum to approve any changes as well as the legality of such action. It was decided that Toni will contact McCullan and McCullan Law firm to discuss the matter.

b) Pat opened discussion on trying to get a clean-up committee together prior to the county mowing the right of ways. She will call the county to see if we can get prior notice before the county mows to give us time to pick up debris before it is chopped up.

c) Natasha Simpson agreed to become a member of the Welcoming Committee. Toni will advise the current member.

#### VI. Adjournment

The meeting was adjourned by Toni at 7:57 after determining there was no further new business.