



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

Board Meeting Minutes

03\_16\_2024

**I. Call to Order**

Meeting was called to order by President Tom Nuthall at 10:02 a.m. at the Long Lake recreational center. President Nuthall chaired the meeting.

**II. Roll Call**

Board members present: President - Tom Nuthall, Vice President – Joy Bryant, Treasurer – Sue Langin and Director at Large – Randy Wilhite

Board member absent – Secretary Susan Alderfer

14 members of Windover Farms Community Association were present.

**III. Meeting Notification**

Notice of the Board meeting was posted on the WFCA website at [www.windoverfarms.org](http://www.windoverfarms.org). Additionally, signs were posted two days prior to the meeting.

**IV. Previous Meeting Minutes**

- a. Previous meeting minutes were summarized by the Vice President Joy Bryant.
- b. One clarifying question was asked on the administrative announcements (IV d.) “The Board of Directors takes note that all current litigations against Windover Farms neighbors have been withdrawn.” Ms. Bryant clarified that litigations initiated by the previous lawyer on behalf of the previous board have been withdrawn and that this administrative announcement could have been considered as an old business item.

**V. Communications Mail Out contents reviewed**

- a. Package overview - President Tom Nuthall reviewed the contents of the recent mail out package that all members should have received this week or in the coming days. Several members said that it had arrived in Saturday morning’s mail. The content of the package included four separate items - a letter from the president, a communication survey, a form for consent to increase in 2024 annual assessments and a stamped return envelope.
- b. 2024 annual assessment - The two paged letter contained details covering 2024 annual assessment increase and a summary of the acceptance of the 2024 budget on 2 March 2024 with the commitment of the board to provide fact-based budget line items within 90 days.



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

Board Meeting Minutes

03\_16\_2024

- c. Communications survey - The president's letter also asked the members to complete the communications survey to provide consent for email notifications. Each member may revoke their consent at any time. This email notification consent will greatly reduce the cost of mail out communications and streamline the communication process.
- d. Electronic Voting - Lastly, the letter introduced the board's intent to explore electronic voting. President Nuthall further clarified that when the electronic voting evaluation was complete it would be discussed at a future board meeting.

**VI. Questionnaire Response**

- a. President Nuthall reminded members that the questionnaire was an excellent way to get member's questions/concerns addressed as the board will address any question submitted via the questionnaire form. Tom encouraged all members to utilize the questionnaire form. The board has currently only received two forms and both were addressed in the meeting and summarized below.
- b. Questions
  - i. Lawn maintenance
    - 1. Vice President Bryant reviewed that status of the lawn maintenance contracts. The yearly contract for lawn maintenance for the north entrance and Long Lake recreation center is up for renewal in early May. VP Bryant will be refreshing the statement of work (SOW) to be distributed for multiple quotes.
    - 2. Barbara Crannell asked if the culvert areas around the north intersection of Addison canal and Windover Way could be included as they had in the past with a previous provider. There was general agreement from the members present that the community missed the service provided years ago from a provider that serviced many members in Windover yet was no longer available.
    - 3. Questions were asked concerning the county's responsibility for maintenance on the Addison canal. President Tom Nuthall informed the members present that he had personally contacted the county multiple times concerning Addison canal. Properties adjacent to the Addison canal extend to the canal without access easements. The individual property owners have responsibility for canal maintenance along each of their properties adjacent to the Addison canal.
  - ii. Pond maintenance at Long Lake recreation center



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

Board Meeting Minutes

03\_16\_2024

1. Joe Wilkins' question on pond maintenance was addressed by Vice President Bryant. A supplier appointment is scheduled for next week to provide a bid for both one-time clean up and on-going maintenance of the Long Lake recreation center pond. The bids will be considered and voted upon with the updated 2024 budget Treasurer Sue Langin is compiling.
- iii. Attorney position on annual fee
  1. President Nuthall summarized that the board had chosen a path forward consistent with legal guidance and was seeking consent of the membership for the increase in 2024 annual assessment. President Nuthall further clarified that the current board only has authority over the current assessment and would address the members concerning the go forward plans after the mail out vote is returned.
  2. A question was asked by members present concerning refunds if the assessment increase was not approved. And further inquiries were made concerning the increases for 2022 and 2023. Treasurer Sue Langin stated if refunds, in the form of future credits, were considered for all years with assessment increases to include years 2022, 2023 and 2024 the amount would exceed \$23,000. President Nuthall stated that the responses to the mail out would allow the Board to develop a go forward plan and then the board would communicate with the membership at that time.
- c. Requested agenda items
  - i. Priorities and Goals – Janiene Pape's question on priorities and goals was addressed by President Nuthall. President Nuthall briefed the members on the new product the board had created called the monthly goals calendar. The objective of the calendar will be to provide visibility to the members of the on-going actions of the board and the waterfall timeline of the events in support of the neighborhood needs. In addition, the board intends to use this product to hold themselves accountable to progress on the community's goals. The monthly goal product will be posted to the website.
  - ii. There was a clarifying question concerning the correct website. The official Windover farms website is [www.windoverfarms.org](http://www.windoverfarms.org). The board noted that there are significant issues with modernizing the website and if these issues continue the board may have to change to a different website with upgraded features. Secretary Susan Alderfer will be completing her evaluation of the



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

Board Meeting Minutes

03\_16\_2024

existing website constraints and economically available alternatives in the near future.

d. Changes desired

- i. Update governing documents – Janiene Pape’s recommended updating the governing documents. Her request will be addressed with a committee to update the governance documents. The Board is requesting volunteers for each of the needed committees. The committee summaries will be posted on the website.
- ii. Modernize board dealings – Janiene Pape’s recommended change is being addressed via multiple approaches to included email notifications if member consent is received, electronic voting if membership approval is received and updating of the website.
- iii. President Nuthall stated that the board was having significant challenges with modernizing the website and the board was not receiving notifications from the website systems when communications were input into the website. He noted that if sufficient changes were not implemented into the website the board may have to change to a different website.
- iv. Steve Foster pointed out that the email notification form on the website was not the same as the email notification subscription portion of the communication survey. And further suggested that the word “subscribe” could be causing some membership concern and could be modified. Vice President Bryant committed that the email notification on the website would be removed yet the wording for subscription was used for both forms to ensure the legality of the consent for email notification. Vice President Bryant assured the members present that the subscription can be canceled at any time and further the emails from the board would be sent judiciously used and only communications that were necessary and minimized would be considered.

**VII. Priorities and Goals**

- a. Assessment status and go Forward – President Nuthall acknowledged the assessment status was previously discussed and would be address in the go forward planning after the mail response was received.
- b. Committee volunteers needed
  - i. President Nuthall reviewed the five committees being formed and requested volunteers for each of the committees



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

Board Meeting Minutes

03\_16\_2024

- ii. Events Committee – Chaired by Dolores Passarella. The committee will be planning on-going activities in support of the Windover Farms community; Current events include Mar 23<sup>rd</sup> Easter Egg Hunt, April 20-21 Spring Community Yard Sale
- iii. Welcome Committee– Chair ABSENT. President Nuthall described that in the past a team of members would greet new neighbors and provide information on the area and neighborhood. President Nuthall said the information package had specific dates for the year it was printed and could not be used again. The package will need to be update and generalized to be applicable to each year.
- iv. Email Communication Committee – Chair ABSENT. The email communication committee is needed to compile the email notification consent forms and create the approved email distribution list. The new distribution list would be under the supervision of the board to assure communications are authorized and minimized.
- v. Fine Review Committee – Chair ABSENT. The Fine Review Committee is intended to provide members assistance in understanding the fines process such as calculation of the interest payment for late payments to avoid confusions and extended arrears. The committee will determine if fines and /or suspensions should be confirmed or rejected for alleged violations of the Restrictions.
- vi. DRC – Chair Tom Nuthall. The Design Review Committee reviews design plans submitted to the DRC for approval as per the CC&Rs for “consistency as to environmental compatibility, harmony of design and location in relation to surrounding structure and topography”. Bill Swearengin volunteered as a committee member and was accepted by the chair as committee member.
- vii. Governing Documents Update Committee– Chair Randy Wilhite. The Governing documents update committee has been formed to address restrictions that have been constructively abandoned for many years while ensuring that going forward restrictions can be enforced and shall be governed by the current requirements of the Brevard County Code of Ordinances. This committee will be limited to three committee members to enable efficient communication and reduced cycle time for the recommended revisions.
  - 1. The members present requested clarification on the approval cycle of this committee. President Nuthall confirmed that any changes to the governing documents would require membership vote. President Nuthall indicated that board would be providing this committee a brief



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

Board Meeting Minutes

03\_16\_2024

“charter” on what was expected to be addresses such as driveway materials, mailbox restrictions and the deletion of the “greenbook”.

2. The members present commented that the greenbook contained restrictions that were necessary and asked if the greenbook deletion/changes was going to put to membership vote. Vice President Joy Bryant clarified that the greenbook contained four components – 1) encapsulations of Covenants, Conditions and Restrictions (CC&Rs); 2) encapsulations of articles of incorporation; 3) encapsulations of By-Laws and 4) design review committee (DRC) guidelines. Components 1, 2 and 3 are encapsulations from the official notarized county records which make up the governing documents for Windover Farms Unit III through VII and as such will require membership vote for an approved change. The fourth component, the guidelines is not a legal document filed with the county. The guidelines require only Board approval for modification and will be removed from the website. The governing documents that pertain to Windover Farms Units III through VII will be posted on the website.

c. Insurance recompetete

- i. Vice President Bryant stated the insurance recompetete as progressing slowly because the current broker had not yet returned multiple phone calls. The elements under consideration are dropping the hurricane insurance for the three properties. Another consideration is to close the racketball court because it was reported to be unsafe since 2013 and thereby remove that insurance expense. The annual premium is due in early May. As the situation develops the membership will be informed.
- ii. President Nuthall asked the members present what the history was on the “unsafe” condition of the racketball court. He had not been able to find documentation of any safety concerns for the racketball court. The members present did not have any history on the concern for the racketball court. President Nuthall volunteered to walkdown the racketball court and apply his contractor experience to determine if the concerns were valid or just hearsay.

**VIII. Remaining Business**

- a. Dolores Passarella asked a clarifying question on the lawn maintenance schedule to assure that the Easter Egg Hunt would not be disrupted by lawn maintenance. Vice



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

Board Meeting Minutes

03\_16\_2024

President Bryant confirmed that 23 March 2024, the date of the Easter Egg Hunt, was not schedule for lawn maintenance at Long Lake recreation center.

- b. President Nuthall encouraged all members to complete a questionnaire form so that any topic they wanted addressed could be addressed by the Board at the next meeting.
- c. Joe Wilkings thanked the Board for their approach to open communications that has provided the members with improved insight to the workings of the board and in general represented a positive approach to the home owners association. President Nuthall acknowledge the commendation by stating he was looking forward to getting back to being neighbors again

**IX. Adjournment**

Meeting adjourned at 11:12 a.m. Next meeting will be targeted for the first part of April depending on the status of the on-going activities. The meeting time and date will be posted on the website well before the meeting date and roadside signs installed immediately preceding the meeting. Tentative date is April 6, 2024.