



Windover Farms Community Association  
P.O. Box 658  
Titusville, FL 32781  
[www.windoverfarmshoatitusville.com](http://www.windoverfarmshoatitusville.com)

Board Meeting Minutes

06\_08\_2024

**I. Call to Order**

Meeting was called to order by President Tom Nuthall at 10:03 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, Secretary Susan Alderfer, Treasurer – Sue Langin and Director at Large – Randy Wilhite

20 members of Windover Farms Community Association were present.

**III. Meeting Notification**

Notice of the Board meeting was posted on the WFCA website [www.windoverfarmshoatitusville.com](http://www.windoverfarmshoatitusville.com). 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. No questions were asked.
- c. Motion to approve meeting minutes was made and seconded

**V. Questionnaire Response**

- a. No questions were submitted by members either through the website or in person.

**VI. Treasurer's Budget Report**

- a. There are 7 members that are delinquent with their annual dues. One member had died and it took time to find next of kin. Another member had an alternate mailing address that just came to be known. These 2 members have not been given final notice yet. The other 5 members had final notices mailed to them via certified mail on 5-17-24 with a deadline to pay of 6-21-24. Two of the 5 members live out of state, one owns 3 empty lots and the other owns 1 empty lot.
- b. Lawn maintenance was reduced by half. We will be getting biweekly service May-Nov and every 3 weeks Dec-April. We found that full liability of the park was lacking on the previous ins. package. We now have full liability on the park, dropped wind coverage and were able to bring the cost down.
- c. There was some discussion around the assessment increase to \$99 which has not been approved by a submitted vote of 191 for increase and 2 against which does not meet



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the approval requirements. The 2025 budget will be put forward with a \$100 assessment assumption. The current \$75 assessment results in an overage of approximately \$14,000.

- d. Multiple requests were made from the members to approach the budget from the aspects of lowering and stabilizing. The request was made to scrub the budget line items similar to the effort on the lawn maintenance and the insurance then when putting the 2025 budget together ensure that the increase is sufficient for the foreseeable future. The board commented that both were the intention in approaching a sustainable budget for the future.

**VII. Votes and Discussions**

- a. Vote on regularly scheduling Board meetings – The board proposed a motion to establish a regularly scheduled board meeting on the first Saturday of the month.
  - i. The motion was seconded a voted on by the Board with unanimous approval.
  - ii. Subsequent to the meeting, the calendar was reviewed and the board determined the July holiday and existing park reservations were in conflict with a July board meeting. The board is targeting 3 August for the start of the monthly board meetings.
- b. Vote on the proposed By-Law provisions consolidated board of directors feedback on the proposed By-Laws
  - i. Approved (5 votes for recommendation)– Para 6A adding a sentence to specify that “if a quorum is not attained at the annual membership meeting, the Presiding Officer shall adjourn the meeting.” This paragraph specifies a quorum of 20% of the members. Recommendation of clarifying sentence was approved.
  - ii. Approved (4 votes against recommendation) – Para 7B concerning the members’ ability to remove a director at a special meeting is set at 20%. Recommendation of 30% failed approval.
  - iii. Approved (4 votes against recommendation) – Para 7B sets a quorum required to hold any election at 20% of the members. Recommendation of 30% failed approval.
  - iv. Approved (5 votes for the recommendation) – Para 7D provides for a combination of Secretary and Treasurer officer duties. The recommendation is to not allow combining Secretary and Treasurer officer duties. The recommendation is approved.
  - v. Next steps



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1. The document revision committee will provide the recommended By-Law provisions to the members for review with 30 days for comments. The Board meeting agenda will have document revision up for vote and the By Laws changes could be approved by a Board vote and majority of the members present at the board meeting.
- c. Vote on the proposed CCRs provisions consolidated board of directors feedback on the proposed CCRs
  - i. Approved (5 votes for the recommendation) – Article IV, Section E concerning prohibition on foreclosure. Suggested change is to add provision for referral to a collection agency and/or publication of lot number and address on web site. The recommendation is approved.
  - ii. Approved (4 votes for the recommendation) - Article V, Section A concerning the Design Review Committee, which as currently written does not require members of the DRC to be Association members. Suggested change is to require all members of the DRC to be members. The recommendation is approved.
  - iii. Approved (4 votes for the recommendation intent) – Article VI Section L addresses charitable sales events could use the LLRA free of charge. The recommendation is the free of charge be dropped to allow the association to charge a fee or surcharge should there be overhead expenses; for example, water to fill a dunk tank. The Board recognized that if free of charge is removed then the Section L is not required. The recommendation is modified to removed section L. The modified recommendation is approved.
  - iv. Approved (5 votes for the recommendation) – Article VI, Section I addresses attachments to the property for hurricane protection. The recommendation is adding the following to subparagraph 3: “The choice of hurricane protection materials for all doors and windows are at the discretion of the individual lot owner, as is the decision on when and if to deploy such protective measures.” The recommendation is approved.
  - v. Approved (5 votes for the recommendation) – Article VI, Section M concerns size limits on signs and as written allows one sign of up to six square feet on the owner’s lot. The recommendation is to reduce the size allowed to 4 square feet maximum The recommendation is approved.
  - vi. Approved (3 votes against recommendation) – Article VIII, Section B concerns parking of vehicles, including RVs of all descriptions and says Brevard County



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code of Ordinance 62-117 shall govern. The recommendation is that the County codes do not have restrictions for parking RVs on lots greater than ½ acre and could, theoretically result in multiple RVs parked in front of member’s homes. The recommendation is to have the board write it’s own restrictions on RV parking. The recommendation is not approved the Brevard County Code of Ordinances 62-117 shall govern.

- vii. Approved (5 votes for the recommendation) – Article VIII, Section E prohibits leaving a vehicle under repair from remaining raised on jacks or jack stands overnight “forward of a line even with the front boundary of the primary residence of the lot.” The recommendation is to allow this but add a time restriction of 72 hours. The recommendation is approved.
- d. Vote on DRC meeting requirements
  - i. The Board discussed at length whether the meeting requirements that apply to Board meetings such as 48 hour notice, membership attendance, handicap accommodations (if requested), meeting minutes apply to all committee meetings deciding on fund expenditure and the Design Review Committee making architectural decisions. In summary, the Board debated the topic and after lengthy discussion and expression of differing opinions, the issue was tabled.

**VIII. Adjournment**

Meeting adjourned at 12:24 p.m. The remainder of the agenda will be moved to the next meeting. Next meeting will be targeted for the first Saturday in August 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.