



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

Board Meeting Minutes

09\_07\_2024

**I. Call to Order**

Meeting was called to order by Vice President Joy Bryant at 10:02 a.m. at the Long Lake recreational center. VP Bryant chaired the meeting.

**II. Roll Call**

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

In addition, 5 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).

**IV. Previous Meeting Minutes**

- a. Motion was made and seconded to waive reading the previous meeting minutes

**V. Questionnaire Response**

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

**VI. Treasurer's Budget Report**

- a. Proposed 2025 budget
  - i. Treasurer Sue Langin reviewed the proposed 2025 budget which was based on the existing \$75 annual assessment minus the \$24 credit for previous overpayments for 2024. This budget results in an estimated overrun of \$11,744.
  - ii. The board approved the proposed 2025 budget based on the \$75 assessment with the expected credits of \$24 to members that had paid \$99 for 2024 based on an unapproved assessment increase.
- b. Budget overage action plan options
  - i. Treasurer Langin also provided two additional versions of the budget to see the sensitivities of the overrun/underrun to different levels of annual assessment. The sensitivity analysis shows that a budget based on the current \$75 assessment (without any credits) results in an estimated overrun of \$2072; whereas, a budget based on an annual assessment of \$100 results in an estimated underrun of \$8003.



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- ii. Treasurer Langin is projecting that without further emergency expenditures the contingency fund will be approximately \$40,000 at the end of the year 2025.
- iii. Member Kathy O'Brien asked shouldn't the Board be prepared to shut down the HOA if the assessment cannot be increased. Vice President Joy Bryant responded that the board was going to have to lay out plans to cover all options – cost reductions, assessment increases and preparation for dissolving the HOA. She requested that the discussions be held during the portion of the agenda that is focused on cost savings discussions but readily acknowledged that plans would need to be developed and reviewed to dissolve the current HOA if the budget overrun could not be resolved.
- c. Disposition multiple requests to donate assessment overages
  - i. Treasurer Langin proposed an additional handout to be inserted with the proposed 2025 budget mail out scheduled for October. This handout would acknowledge the required credits and provide instructions to members should that desire to send a second check as a donation versus accepting the \$24 credit. This method is necessary for accounting rules such that those second check donations can be combined and deposited to the general contingency fund. The board agreed with her recommendation.

**VII. Votes and Discussions**

- a. Board member updates
  - i. Susan Alderfer formally rescinded her resignation. The board voted unanimously to accept her decision and reinstates Susan as Secretary.
  - ii. Tom Nuthall has tendered his resignation for personal health reasons. Vice President Bryant has been acting as president since receipt of Tom's resignation letter.
  - iii. The board discussed the best method to fill the president's position. The options considered were moving Randy Wilhite from the director position to the President position or moving Joy Bryant from the VP officer to the President and simultaneously moving Randy to the VP position. The board considered that filling the president position by another volunteer not currently on the board would not be fair to the yet unidentified individual and represented a time delay that would be unacceptable. Both candidates were willing to serve as President if the Board asked them to accept position as President. The Board voted for Randy Wilhite to assume the President role with 3 yes votes and one abstention from Randy. The vote was taken after a short discussion highlighting two



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elements of the board - 1) the collaborative approach that the board has demonstrated in sharing the work load across multiple officer position and 2) Randy's previous experience in a leadership role on an HOA board.

- iv. New officer – President Randy Wilhite
- v. New open position – Director at Large will be advertised for 30 days and any candidates will be voted upon and appointed by the Board the subsequent board meeting.
- b. Roadside signage complaints summary / wrap up – VP Bryant summarized the recent resolution of member complaints concerning multiple yard signage repeatedly posted in WF. The board's position on home based businesses is summarized in a letter posted on the website.
- c. Monthly Calendar Goal open item decisions - Electronic voting: The August activities for evaluating the counsel's e vote product has not yet been assigned to a director for accountability. Newly appointed President Randy Wilhite volunteered to contact the attorney and report out his findings at the next board meeting.
- d. October Community Yard sale date selection – The board selected October 19-20 for the October Community Yard sale dates. Secretary Alderfer volunteered to set up the electronic advertisement for the upcoming yard sale as early as mid September and Dolores Passarella volunteered to put up the physical signs at least a week prior to the yard sale.
- e. Yard waste pick up at the park
  - i. Sue Langin reported that the LLRA has a commercial contract with waste management. Yard debris pick up for the park is a maximum of four containers that should be picked up on Tuesday's.
  - ii. Joy Bryant volunteered to contact the lawn service to discuss debris removal from the park. The current contract does not specify how the debris should be dispositioned. The cost of four containers will be compared to any additional charges needed for the lawn service to remove the debris during their standard service. Additionally, Bryant will run a test case to determine if a yard waste container will be emptied from the LLRA park driveway.
- f. Cost savings discussions
  - i. The board reviewed the budgeted expenses for items that have not yet been pursued for cost reductions.
  - ii. Water bill trend shows high usage with no signs of leakage or plumbing issues. The high usage periods are in the summer months in the months of June and



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July. Dolores Passarella will work with another member to secure the two spickets with locks. Treasurer Langin will continue to monitor the water bill and determine if the high usage periods cease.

- iii. FPL poser bill - Sue Langin agree to contact FPL to inquire about programs that would fund changing out the park owned light to more efficient LED versions. The board will compare FPL programs to the trade off of board funded improvements for future cost savings.

g. Bristol update / closure

- i. Discussion to confirm the Bristol development has been disapproved. Secretary Alderfer confirmed the website had been updated and cleared of the detailed Bristol development information. President Wilhite confirmed that the developer has the right to appeal. For now the matter has been closed.

h. Racketball roof replacement update

- i. The racketball roof replacement is underway after selecting a provider from three competitive bids. The four skylights will be replaced for interior lighting needs and the old style non functional exhaust fans will be replaced with ridge vent equipment.

## VIII. Committee Update

a. Events – no news with the noted October yard sale actions

b. Welcome –

- i. Welcome committee was paused for cost evaluation during a previous board meeting. The board agreed that the Welcome committee efforts were valued added to new members and the community outreach. That basket's provide an opportunity to welcome the new members, provide them contact points / information and involve local businesses in donations.
- ii. Secretary Alderfer volunteered to send out electronic requests to businesses for gifts/donations for the baskets
- iii. Doroles Passarella offered to be the receiving location for drop off of basket items.

c. Email – no update. Email DL completed and no further action is needed.

d. Fine – no update. The chair has not yet been identified and a need has not arisen.

e. DRC – The chair position of the DRC is now open with Tom Nuthall's resignation. Randy Wilhite will contact the DRC members to ascertain their willingness to take on the chair role. The DRC request frequency requires disposition independent of the monthly board meetings. The outcome of the DRC reviews is provided back to the requestor within the



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required timelines. The DRC will log the request summary and disposition with the association records.

- f. Governing Documents – on schedule as documented in Monthly Goal Calendar

**IX. Adjournment**

Meeting adjourned at 11:38 a.m. The agenda was completed. Next meeting will be targeted for the first Saturday in October depending on the status of the on-going activities. The meeting will be planned to be 10:00 on 5 October 2024 and will be posted on the website well before the meeting date and roadside signs installed immediately preceding the meeting.