

Windover Farms Community Association Board Meeting Minutes

March 8, 2017

~~Revision: Draft~~

I. Call to order and Roll call

Toni Toffel called to order the regular meeting of the Windover Farms Community Association at 7:00pm on March 8, 2017 at the Long Lake Recreation Center. This was the first board meeting with the new officers. Janiene Pape conducted a roll call. The following voting board officers and directors were in attendance:

Toni Toffel - President
Bill Solt - Vice President
Janiene Pape - Secretary/Treasurer
John Castro - Director
Chad Oman - Director

Also in attendance were the following association members/visitors:

Rosalind Brown - Outgoing President
Wanda Miller - Outgoing Secretary/Treasurer
Glenn Seaton - Consultant, Webpages, records retention
Tom Keenan - Member
Pamela Grachis - Visitor, The Hills subdivision

II. Approval of minutes from last meeting

There were two sets of minutes submitted for approval by outgoing secretary Wanda Miller; the annual meeting minutes and the Organizational board meeting that followed, both conducted on 2/7/2017 at the Fairfield Inn. Janiene Pape suggested to the board that the reading of the minutes out loud will not be standard. The board will be asked to communicate that they completed their review and any items can be read aloud or discussed upon demand. Toni Toffel motioned for acceptance, seconded by Bill Solt. All voting members concurred.

Clarity was requested on the Drainage issue item under Old Business in the Annual Meeting minutes by Janiene Pape. Specifically, what if any action remained on the part of the board and did anyone need to be notified or any roles reassigned. The line item was regarding the county's request for Windover to integrate multiple homeowner concerns regarding drainage issues. Since those issues have been resolved, it remained a bit unclear on whether the county was expecting a single contact on such matters in the future. Both Rosalind Brown and Wanda Miller indicated that subject matter expert is Mark Jones, who will need to be contacted post meeting. Further clarification will be provided in a follow on board meeting. John Castro motioned for the acceptance of the Annual Meeting minutes, seconded by Chad Oman. All voting members concurred.

The Organizational Board meeting minutes were also approved and accepted with no redlines. Janiene Pape, motioned, Chad Oman seconded, all voting members concurred.

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Janiene Pape proposed that minutes be approved electronically as soon after the meeting as possible to ensure homeowners can see the topics and results in a timely fashion. Should there be any item of dispute, it will be marked as requiring further discussion or evaluation and brought back to the next board. All voting members concurred.

The Newsletter was brought forward next for approval. Toni, the editor of the Newsletter, indicated that one small change had been added after the review to remind homeowners that the budget is available on the webpage and may be requested at any time, free of charge. This was added because it is a requirement in the Florida Statute 720.303. Glenn Seaton asked for a small clarification that the board phone number indicated under contact be designated as voice mail since no one answers the in real-time. Toni accepted the request and the newsletter was approved by all voting members with the addition of the redline indicated above.

Janiene briefed the attendees of a proposed change to the manner of distribution of the newsletter by converting from First Class mailings to bulk post. This would result in a cost savings of about \$100 and would transition the process from manual folding, taping and sticking of stamps to being completely handled by a machine. All voting board members concurred with the plan. A thank you note will be sent to Mike McDonough of Inter Coastal Business Machines and his family for the great deal of personal time invested in the preparation of past newsletters.

III. Old Business/Open issues

a) Standing Committee Status

- i. Welcome Committee, chaired by Rosalind Brown. The committee was initially formulated to be staffed by 3 people and Rosalind noted that she would love welcome additional members to join her. Toni encouraged everyone to use the newsletters and the Nextdoor social network to get the word out for additional volunteers. Both Rosalind and Glenn indicated that their review of the MLS listings provided by Cecil Cornish, although appreciated, primarily provides a listing of properties for sale and not the data associated with closings, making a proper welcome still challenging.
- ii. Design Review Committee, chaired by John Castro and supported by Bill Solt and Chad Oman. Toni asked this committee if they had any new projects submitted. John indicated that they had one project under review. They discussed the review of the green book and the impression that many of the restrictions appear to be outdated. Toni asked that this topic be held for a discussion which follows below. The committee was reminded that

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review records are considered Official records and must be submitted for record retention.

iii. Calendar of Events - The following dates were set, motioned for approval by John and seconded by Chad, as well as being approved by all voting members.

- **Yard Sales April 22-~~23~~rd and October 7~~th~~-~~8~~th.** Pam Grachis came to discuss some confusion associated with the dates of the Windover Farms sale. There has been a community yard sale in past years that has been conducted the weekend of the air show. Wanda Miller and Glenn Seaton both explained that the WFCFA sale has always been in April. It is believed that this yard sale has been sponsored by the east subdivisions (The Hills) and WFCFA has been uninvolved. Glenn believes he may be able to put Pam in contact with the person that organized this sale in the past and will work it post meeting. The suggestion was made by Janiene Pape that they would be welcome to join our sale since we do post adds in several newspapers, which may benefit them. Wanda Miller indicated that we run adds in the thrifty nickel, Florida Today and several websites.
- Christmas Decoration Contest. **December 16th.**

- b) 405 Entry Wall repair has been managed and monitored by Wanda Miller and reported that the repair was scheduled for completion on 3/13/17. Bill Solt reported that it appeared to be complete at this time. This damage to the wall was the result of a car accident and its repair was no cost to the Association.
- c) Long Lake Pavilion - Several walk downs have taken place over the last weeks and several areas of concern have been identified with the recreational facilities. The board concluded that the scope of this discussion extends beyond the pavilion roof which has water damage, which extends into the meeting room. A few other examples include leaking in the women's restroom, significant mold and water damage to the racquet ball court, vulnerable water pipes, and a metal bolt that could endanger people or vehicles. John was asked to lead the effort to document a hit list for Maintenance, Repair, Replace items and prioritize the punch list by risk. The list will be managed and reviewed at each board meeting for new findings, the scope of any issue, assessment, estimates, schedule, impact on budget, value added in repair. John will call upon Bill and Chad to support. Chad indicated he would contact FP&L regarding service agreements associated with

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the facility lights and contact Juan Riquelme for background information on the subject.

- d) Enforcement & violations: The outgoing board reported no enforcement or violations that needed to be transitioned. Since most of the design restrictions are also Brevard Ordinances, members discussed the best way to tell homeowners that for the association to take action we have to go through a very lengthy and expensive lawsuit, but by calling the county, they can easily apply warnings and tickets, which are much more likely to achieve the desired results. They should also know that the Brevard County Sheriff's Office does not identify who has made a complaint.
- e) Resolution of Phase III/IIIA MRTA issue: the new board will follow through on the research started by the outgoing board regarding their concern that the 2013 MRTA legal filings may not have been adequate, until it is understood including any ramifications it may have on the Association. It will be a top agenda item until resolution has been achieved and attorney support to resolve.
- f) Monthly Financial/Budget report: Janiene indicated that the budget actuals will be provided to the board (and posted to the webpage) monthly. The bank provides the previous month's report around the 10th of each month. Janiene asked for the board's support on requesting competitive estimates for the larger expenditures to confirm fair market value. The board agreed and approved her intended effort.

IV. New Buisness

- a) Board Member Certification - Toni collected all required training and statements required to be certified as a board member. Copies will be posted on the web page.
- b) Toni briefed the board that they were required to attend a session at the Association's Bank to sign the new board agreement. For those authorized to sign checks, they would sign signature sample cards. It is also necessary for Rosalind to attend. A copy of the Organizational Meeting minutes approved above and a written statement from Rosalind acknowledging the change in board are required and available. Toni sought concurrence to request a debit card from the Bank. Bill motioned and Chad seconded. The meeting has been set for Wednesday, March 15th at 10am. Reminders will be sent to all attendees.
- c) The board discussed seeking a more moderately priced meeting venue for next year's annual meeting. Several potential meeting locations at significant cost savings have been identified. The outgoing board reminded the new board that they

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would need to get sign's updated, or corrected but recommend inexpensive ways to address the matter. The Elks Lodge is a highly likely candidate, but the property is up for sale because they are building a new place, so they are only reserving 6 months out. A cancellation will be sent to the Fairfield Inn and the Elks Lodge will be revisited in August. All voting board members were in agreement.

- d) Should the board pursue the modernization of the association's governing documents? Toni surveyed the new board on their assessment on whether they felt the legacy governing documents needed to be updated and modernize to make them more representative of where we are today as a community. All voting members accepted this goal as a top priority and will also explore how to achieve membership support to ratify.
- e) Discussion on using Next Door to communicate board information. Some good ideas were shared in an open dialogue on how this social networking software can be used by the board to disseminate information, poll the community on items of interest, and create greater visibility on Association activities. Juan Riquelme was responsible for the implementation of this effective tool and is sincerely thanked. He does have additional ideas on creating a closed group of associate members only, that would facilitate Association business more effectively. Other tools, like Survey Monkey was also mentioned to help facilitate the boards understanding of the communities opinions and desires.
- f) Citizen Patrol. Vice President Bill Solt conveyed to the meeting the importance of raising the awareness in the community to effect positive change in the excessive speeding on Windover Way. Being retired law enforcement, he explained the difference in how the law looks at the violations he has witnessed, with many being acts that would be classified as criminal. We have seen several deaths in Windover due to similar behavior and he has grave concern that more tragedy is eminent. He has a strong message that violators need to be reported, that the community must grow vigilant in stopping the motorcycle racing, and that all residents must remain respectful and watch out for one another. Bill will place messages in Nextdoor as a campaign to raise awareness and ask for help in effecting change. In addition, he will ensure people know how to volunteer to support Citizen Patrol. As a reminder, when a citizen files a complaint with the Brevard County Sherriff, they are never revealed to the parties being complained about.
- g) The board briefly discussed the desire to revisit the delinquent dues process that is executed by the accountant and attorney. All agreed that the topic needed to wait to have an educational briefing with council on what is fair and customary. Once the

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process is fully understood, the board intends to review any changes that would be helpful to the homeowners but also respectful of the mandatory requirements and the need for revenue in support of the association activities and goals. Wanda Miller said that she would like us to look at the requirement to send a certified letter to the homeowners before going to the attorney and placing a lien on the property and also to consider release of interest that has accrued. Future item pending discussions with council.

V. Open Floor, Unplanned Topics, Issues, Concerns, Risks or Discussions

- a) Matt Penley has requested new timbers (\$35 x 8) for the front of the Long Lake Property. This need should be captured on John's hit list.
- b) Insurance and deductibles. This discussion was tabled until next meeting. The intent was an educational only.
- c) Logistics:
 - i. Toni indicated that it does not appear that each board member has a full complement of keys. Bill identified that he has a box full of keys. The board will look at the inventory and work to get the keys understood.
 - ii. Condition of the paper/old records in the room - The room is not kept under a/c so there is mold and a lot of dirt to contend with. The law only requires 7 years of records. So old paper records from 2005 - 1980 will be destroyed. To clarify, all projects like playground building, architectural plans, and all minutes in existence will be kept. Only old closed liens, notes, old checks, bills, invoices, etc will be destroyed at the upcoming Shred day sponsored by the Brevard County Sheriff Office.
 - iii. The Official minutes will be kept online

VI. Adjournment

Toni Toffel adjourned the meeting at 9:15pm

Minutes submitted by: Janiene L Pape

Minutes approved by: Toni Toffel, Bill Solt, John Castro, and Chad Oman