



**Windover Farms Community Association  
Special Meeting Minutes  
March 14, 2017  
7:00 PM**

Type of Meeting: Windover Farms Community Association Special Meeting  
Meeting Facilitator: Toni Toffel, President  
Invitees: Board of Directors, Web Admin

**I. Call to Order and Confirmation of Attendance**

Toni Toffel called to order the special meeting of the Windover Farms Community Association at 7:00pm on March 14, 2017 at the Long Lake Recreation Center. Toni Toffel conducted a roll call. The following voting board officers and directors were in attendance:

Toni Toffel - President  
Bill Solt - Vice Presidents  
John Castro - Director  
Chad Oman - Director

Also in attendance were the following association members/visitors:  
Glenn Seaton - Consultant, Webpages, records retention

**II. Janiene Pape's Resignation**

- 1) It was discussed whether, or not, Next Door was a proper forum to recruit a new Secretary/Treasurer.
  - a) Glenn Seaton discussed the importance of an Auto Trail for all correspondence.
  - b) Toni Toffel offered to make the post for a new Secretary/Treasurer on Next Door.
  - c) A motion was made to approve Next Door to recruit a new Secretary/Treasurer. The motion was Firsted by Bill Solt, and Seconded by John Castro and approved by board.
- 2) Division of Duties
  - a) It was discussed that Toni Toffel will do the lion's share of the Secretarial/Treasurer duties, since they fall very closely in line with the president's duties, and any duties that she needs help with she will delegate to other board members.



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**III. SunTrust Bank**

- a) Toni Toffel brought up that in the previous Board Meeting they had discussed getting a credit card for the HOA. Toni Toffel was under the impression what the board wanted was a Debit Card. When this was brought up the board unanimously agreed that what was needed was a Debit Card, not a Credit Card.
- b) The board also discussed putting a Max Withdrawal limit of \$500.00 on the card to prevent any large purchase or theft issues. This was firsted by Bill Solt, seconded by Chad Oman and unanimously agreed to by the board.

**IV. Keys**

- a) John Castro brought up the fact that he had done the walk through requested at the board meeting, and found not only did he not have keys, but many of the keys other board members had didn't work. John Castro was given a set of keys and he did another walk through to test all the keys. What he found was that most of the keys to the racquet ball court doors did not work. The other issue brought up was the fact that the restroom doors were getting damaged because people didn't realize they needed a key to use them. The solution John Castro posed to board was to post a sign on the racquet ball court and restroom doors stating "Windover Farms HOA Members Only, Request Keys at [www.windoverfarms.org](http://www.windoverfarms.org)", and to rekey or get new padlocks for the racquet ball court. Chad Oman offered to procure the signs and John Castro offered to take care of the locks. It is a solution which will also allow Bill Solt to keep track of who has the keys, and to see how often the racquet ball court is being used. The motion was firsted by Chad Oman, seconded by Bill Solt, and approved by the board.



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

- a) John Castro is going to conclude his survey now that he has keys
- b) John Castro is going to speak with Matt Penley, our lawn maintenance guy, about boards Matt Penley requested for repair at Long Lake Park. This was being done by Janiene Pape, so John will find out the status as well.
- c) Discussion was brought up about the broken lights around Long Lake Park. Chad Oman offered to call FPL and get a plan to have them fixed if possible. It was also brought up that it might make sense to raise the lowest light in the park so that people cannot easily jump up hit and break it.
- d) Glenn Seaton offered to help fix the security cameras at the park.
- e) It was discussed that the 409 Entrance wall was hit again. Bill Solt offered to check on it after the meeting, Toni Toffel offered to call the company who recently fixed the wall to get a quote to fix the current damage.

**VI. Adjournment**

- a) Toni Toffel adjourned the meeting at 8:00 PM

Minutes submitted by: Toni Toffel

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