



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

Board Meeting Minutes

10_05_2024

I. Call to Order

Meeting was called to order by President Randy Wilhite at 10:00 a.m. at the Long Lake recreational center. President Wilhite chaired the meeting.

II. Roll Call

Board members present: Vice President – Joy Bryant and Treasurer – Sue Langin

In addition, 9 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 and physical signs were posted at the park and the north entrance.

IV. Previous Meeting Minutes

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

V. Member Question Responses

- a. Question 1 – A member asked who was responsible for mowing along the roadway along Windover way. President Wilhite responded to the member after researching with the Brevard County websites. The county is responsible for mowing and President Wilhite provided the member with the contact numbers for inquiry with the county.
- b. Question 2 – A member asked for the home plan documentation for a home under construction on Windover Way. The member's concern centered around drainage of the property and surrounding areas due to the perceived height of the building pad. The building site had failed the water percolation test and the county required an additional 20 inches be added to the house pad. A drainage plan will be filed and inspected by the county prior to the completion of the project.
- c. Question 3 – Multiple members have expressed interest in waiving the assessment credit. Instructions will be posted on the website and included in the assessment letter.

VI. Member Email consent update

- a. President Randy Wilhite thanked Steven Foster on his efforts to obtain completed consent forms for email communication. He reported that HOA now had 249 represented lots willing to received electronic communication. Keep up the good work everyone.



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VII. Treasurer's Budget Report

- a. 2024 budget overview
 - i. Treasurer Sue Langin reviewed the existing funds and reported expected expenses for the remainder of the fiscal year to be approximately \$7000.
 - ii. Treasurer Langin reported that the annual assessment invoice were being prepared. She indicated that the process was manual. Vice President Bryant offered to have IT resource contact her to determine if there was anything that could be automated in the process.
 - iii. Lastly, Treasurer Langin reported that the required new credit card had arrived. Use of debit cards have been disallowed by the new Florida statue revision.

VIII. Votes and Discussions

- a. Electronic voting services downselect
 - i. President Wilhite reviewed the selection matrix for electronic voting suppliers.
 - ii. Characteristics compared included cost per year, years in business, limitation on votes per year, access from our website and specialization on HOA business.
 - iii. 5 separate suppliers were considered. The board voted unanimously on the selected supplier – Vote HOA Now.
- b. President Wilhite continues to review the recent changes to the FL Statue covering HOA operation. Wilhite reviewed the new requirement for financial monitoring targeted at eliminating money laundering. When the his review is complete there may be additional documentation that will be required for the president position and/or each director position.

IX. Committee Update

- a. Events – no news as the October yard sale time approaches
- b. Welcome – no update
 - i. There was a recommendation that the Welcome committee add the email consent form to the welcome basket with a personal encouragement to sign up for electronic communication.
- c. Email – no update beyond the encouragement to reach out to your neighbors to sign up for the email communication consent.
- d. Fine – no activity
- e. DRC – no update
- f. Governing Documents
 - i. President Wilhite informed the board that the Florida Supreme Court had ruled that drafting HOA documentation such as ByLaws, CC&R and Articles of



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Incorporation is the unauthorized practice of law. This ruling disqualifies the effort that the Document Revision Committee accomplished earlier this year to revise the documents as requested by the members of the HOA.

- ii. The proper procedure for the revision of the HOA documents is for the board to submit descriptions of the desired changes to the HOA lawyer for review and subsequent revision of the documents will be a product from the law firm.
- iii. The WFCA HOA lawyer reviewed the necessary changes submitted by the revision committee and estimated an effort from \$8K to \$12K.
- iv. The board discussed the options
 - 1. Not change the documents
 - 2. Change the documents through the legal process
 - 3. Make only minor changes to the documents – limited changes
 - 4. Dissolve the HOA
- v. A comment was made from the members present that the board should provide the data concerning what it would take to dissolve the HOA to the members along with the first three options.
- vi. President Wilhite took the action to draft a letter to the members breaking down the options facing the HOA with the current documentation.

X. Adjournment

Meeting adjourned at 11:08 a.m. The agenda was completed. Next meeting will be targeted for the first Saturday in November depending on the status of the on-going activities. The meeting will be planned to be 10:00 on 2 November 2024 and will be posted on the website well before the meeting date and roadside signs installed preceding the meeting.