

Agenda for Windsor Park HOA meeting 1/14/2020 – 8:15

- Approval of previous meeting minutes 1/06/2021
 - **All 4 votes yes**
- Status of Titan Management termination
 - Ongoing – end of January – Plan is to terminate relationship 1/31/2021 (after bank account and PO box set-up)
 - Tanya has a flash drive with all WPHOA information – board needs to coordinate a time to have it dropped off to us
 - Next steps to figure out organizational structure and document control
 - Titan will then initiate a wire transfer to HOA managed bank account
- Review and approve 2021 resident newsletter – Discuss Google meet set-up
 - Eric will remove amendments - remove the personal emails, add board email
 - Annual newsletter and budget will be delivered to each resident in January
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- Resident HOA dues – billing
 - HOA dues will be mailed to residents – due date 3/01/2020
 - Will include envelope and stamp in invoices this year
 - Nate will purchase stamps.com and keep receipt
 - Review with Huntington electronic process to collect dues for 2022
- WP HOA website and Google drive review
 - Financial documents and meeting minutes will be accessible to all residents
 - Decided to forgo website in lieu of google drive only
- Status of PO Box and bank account transfer
 - Erick from Foth and Foth - EIN number completely separate item. Need to establish mailing address to be able to open bank account
 - Need a formal letter from Foth and Foth as our statutory agent
 - Target is to open account Saturday – PO box HOA address and FOTH and Foth are physical address
 - We were unable to reopen PNC account and were looking to open account at Huntington
 - Checkbook only at this time to pay for HOA expenses
 - Nate will set-up PO box tomorrow 1/14/2020 – will pay for entire year, keep receipt
- How to update public contact info / new resident identification – tabled until later meeting
- Review of excel budget worksheet

Adjourned -

Action

- Nate set up PO box – Sharon Center location – Nate and Eric to have key
- Nate to purchase stamps and send out invoices once Aron completes
- Aron to establish Huntington bank account
- Eric to update newsletter – end of next week. – will have the link to annual meeting Feb 15.

Adjourned 9:30 pm