

**Windy Hill Farms Homeowners Association, Inc.**

**Board of Directors Meeting Minutes**

**Tuesday, October 23, 2018 at 6:30 pm**

**Teleconference**

**1. Call to Order:** Meeting was called to order at \_6:36\_.

**2. Roll Call –**

A. Establish Quorum- Quorum was established with \_5\_ members of the board in attendance.

B. Proof of Notice – Emailed on \_10-17-2018\_ and posted to community website.

C. Introduction of Board Members & Community Manager:

Present  Not Present  Wade Williams, President

Present  Not Present  Chad Yeary, Vice President

Present  Not Present  Eric Kristiansen, Secretary

Present  Not Present  Rajesh Jyothswaran, Member

Present  Not Present  Christopher Schools, Treasurer

Present  Not Present  Sebastian Dodson, Community Mgr.

**3. Approval of the August 2018 meeting minutes –** \_Everyone\_ read the August 2018 meeting minute. A Motion was made by \_Chad\_ to approve the meeting minutes, seconded by \_Rajesh\_, with \_all\_ in favor the motion was carried.

**4. Financial Review/Treasurer's Report – Operating \$36,421.69 A-Reserve \$117,172.55**

a. AR 9-30-2018: \$40,645.24 AR 8-31-2018: \$38,885.28 Difference \$1,759.96

**5. Community Mgr. Report –**

a. Met with multiple vendors to discuss options and get quotes to replace clubhouse door locking mechanisms, pool entry system, resize pool gate, do general maintenance on the pool decking.

b. Received comparable bids for pool maintenance and clubhouse cleaning services.

c. Corresponded with homeowners and board regarding delinquency and violation issues.

d. Worked with the board and ACC to create ASB and conducted specific research on various aspects to provide adequate information to make informed decisions regarding those documents.

e. 2019 Meeting Schedule: - Spectrum contracted for 4 BOD and 1 Annual meeting. May attend more at hourly rate of \$85.00 per hour minimum 2 hours.

**6. Ratify prior actions:**

a. Board agreed to purchase a 200 MB WIFI and phone line commercial internet plan from Spectrum internet for \$79.97 per month with a \$99.00 installation fee.

b. Board agreed to replace the broken A/C unit at the clubhouse for \$5,858.00.

**7. Old Business Still on the Table – Southwest Access Control may be in attendance.**

a. Pool Card System Upgrade – Tabled

b. Clubhouse Door Upgrade – Tabled

c. Gate Modification – Tabled

d. Pool Mastic –

**8. New Business –**

a. Architectural Standards Bulletin – Chad motioned to approve the ASB, seconded by Wade, with all in favor the motion carried.

b. HOA Annual Assessment Letter – Tabled

c. Approved Roof Shingles – Approved shingles are outlined in the ASB

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- d. How to handle shingles out of compliance – The board was in favor of entertaining a method of addressing out of compliance roofs by contacting homeowners, having them agree to cover the cost of having the HOA attorney draft variances, and file the variances with the county that would require the roof be replaced with an approved shingle if the roof is damaged or replaced if the homeowner moves.
- e. Updated Past Due Billing Policy – Chad motioned to approve the revised billing policy, seconded by Chris, with all in favor the motion carried.
- f. Updated Violation Policy – Chad motioned to approve the revised violation schedule, seconded by Chris, with Chad, Chris, Wade, and Rajesh in favor and Eric opposed the motion carried.
- g. Monument Upgrade – Chad motioned to approve and have the upgrade done during a good planting season such as Spring, seconded by Wade, with all in favor the motion carried.
- h. Tree installation suggestion at soccer fields – Tabled
- i. Monument Paint (Black) – Chris motioned to approve painting the monument lettering black, seconded by Wade, with all in favor the motion carried.
- j. Mowing behind Sarah Way – C&B will mow for less than \$300.00 for five mows per year. Rajesh request that it be put on record that the association should not maintain areas that are not accessible to the community. Small areas like the green belt behind Sarah Way and others that do not see regular homeowner traffic should not be maintained for the benefit of only adjoining homes.
- k. 2019 Board and Annual Meeting Schedule:
  - i. January 8, at 6:30 in the clubhouse
  - ii. March 26, at 6:30 in the clubhouse
  - iii. May 7, at 6:30 at City Hall for the Annual Meeting (Reservation Receipt 26053)
  - iv. July 9, at 6:30 in the clubhouse
  - v. September 10, at 6:30 in the clubhouse
  - vi. November 5, at 6:30 in the clubhouse

**9. Homeowner Open Forum – N/A**

**10. Executive session:**

- a. Aging:
  - i. Review next action on delinquent legal status cases at MM.
- b. Violation:
  - i. Discuss focus of the association.

**11. Motions following Executive Session and summary**

- a. N/A

**12. Adjournment – Meeting adjourned at \_8:22\_.**