

MINUTES
Windsor Village Plat 3 HOA Board Meeting
October 6, 2026

Board Officers Present: Diana Shafer, Tim Lallier, Pam Ritchhart, Cindy Eckhart

CD Renewal

The Board voted unanimously to renew the Certificate of Deposit on October 21, 2026, with Lincoln Savings Bank.

Property Management Contract Renewal

The Board voted unanimously to renew Property Management by Design's 2027 Management Fee and Agreement Renewal starting January 1, 2027.

HOA Dues Increase

The Board discussed raising the current HOA dues from \$220.00 per month to \$240.00 per month due to increase costs for multiple maintenance vendor contracts, Property Management contract increase and on-going exterior repairs, i.e.-roofs and concrete. The Board voted Unanimously to increase the HOA Dues to \$240.00 effective January 1, 2027.

Contract Updates

Cindy reported that Jeff Horner, Property Manager, will solicit bids from Lawn Care and Snow Removal companies in early December. Jeff will share all received bids with the Board and set up a meeting to move forward with a new vendor.

Lawn Care and Snow Removal Contract

The Board discussed concerns regarding the snow removal service & lawn care service for FY26. Two Board members met with the owner of Etch Landscaping to discuss on-going issues with both services. The Board UNANIMOUSLY voted **not** to renew the contract with Etch for 2027. The Property Manager will solicit bids from other vendors.

Drainage Ditch Issue

Cindy reported that the drainage ditch needs trash removed, grates cleaned off and mowed prior to November 1, 2026, if the ditch does not contain standing water. The Board will have the Property Manager contact Caliber Management to administer the appropriate maintenance.

Roof Repairs

Pam and Cindy gave an update on roof repairs caused by several weather-related incidents. Roofing vendor indicated that current shingles on most units may only have a life span of 2-3 years. The Board will have a discussion with the Property Manager in the near future.

Miscellaneous

- Property Manager hired an Operations Manager-Josh Torkelson, so assist with all maintenance calls/issues.
- Property Manager is currently interviewing software package companies to replace the current company due to issues with their software.

Meeting Adjourned at 1:45 pm.

Submitted by:

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