

Windemere HOA Trustee Meeting Minutes
12/06/18

Attendees – Ron Simmons, Ron O’Rear and Bob Gardner

1. Opening

- 1.1. Ron Simmons opened the meeting at 6pm
- 1.2. Previous meeting minutes were approved

2. Treasurer Report

Ron O’Rear reviewed the financial reports. YTD Budget Performance through 11/30/18 is summarized below:

	Budget	Actual	Variance
Income YTD	\$11,402.52	\$11,423.13	\$20.61
Expenses YTD	\$10,643.30	\$10,551.95	\$91.35
Net YTD Budget Variance			\$111.95
Cash on Hand at the end of the Month			\$3,979.27

The financial reports were approved.

3. Plan Review Committee Report

- 3.1. No activity reported.

4. 2019 Budget Planning

- 4.1. Ron O’Rear presented a revised 2019 budget for review. The proposed budget is based on a planned income of \$9,503 and expenses of \$7,502.35, leaving a reserve of \$2,086 to address unplanned expenses. The income plan reflects a reduced annual fee for property owners (from \$150 to \$125).

5. Annual Homeowner Fee Letter

- 5.1. Ron O’Rear shared a draft letter for review. Ron will incorporate appropriate revisions and forward to Bob Gardner for printing and mailing. Ron will also distribute electronic versions via email.
- 5.2. The annual homeowners meeting is set for 02/03/19 at 2pm at Ron Simmons’ home.

6. Closing & Next Meeting

- 6.1. Next Trustee Meeting – set for 6pm on 01/24/19 at Bob Gardner’s’ home.
- 6.2. Ron Simmons closed the meeting at 7:00pm

Prepared by Bob Gardner
12/17/18