

**Windemere HOA Trustee Meeting Minutes**  
**01/09/20**

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

**1. Opening**

- Ron Simmons opened the meeting at 6:03 pm.

**2. Meeting Minutes**

- Previous meeting minutes were approved as amended

**3. Treasurer Report**

- Ron O'Rear reviewed the financial reports. YTD Budget Performance through 12/31/19 is summarized below:

	Budget	Actual	Variance
Income YTD	\$9,503.21	\$9,503.41	\$0.20
Expenses YTD	\$8,647.27	\$7,923.60	\$1,359.67
Net YTD Budget Variance			\$1,353.87
Cash on Hand at the end of the Month			\$5,773.00

- The financial reports were approved.

**4. Annual Fee Remittal Status**

- Ron O'Rear reported that as of 01/09 payments have been received for 57 (79%) of the 76 properties in Windemere. Forty-five (or 79%) of these payments utilized the return envelopes provided with the billing notices.
- Ron O'Rear will identify the property owners who have not submitted their payments as of 01/31/20 so Bob Gardner can send reminder notices.

**5. Plan Review Committee Report**

- Mike and Karen Harris have supplied all requested information related to their proposed garage addition. Ron Simmons will forward their request and related documentation to the Plan Review committee for consideration.

**6. Annual Homeowners Meeting**

- No nominations have been received for the Trustee position that is becoming open in January. Ron O'Rear has agreed to run for the position, and will run unopposed unless additional nominations are received.
- Bob Gardner will distribute ballots to all home owners via email. The ballot will include space for write-it candidates. Completed ballots must be received by 02/02/20 to be included in the final count. Bob will also prepare paper ballots to be used at the annual meeting.
- Ron O'Rear shared a draft agenda for the annual meeting. The agenda was approved as submitted.
- Ron O'Rear will prepare a sign-in sheet for the annual meeting.
- Ron Simmons will update the Year in Review Summary for distribution and review at the annual meeting.

**7. Other New Business**

- Ron O'Rear suggested that the Trustees consider redistributing a FAQ document to all property owners. Ron mentioned that there have been many new owners since the document was last distributed, and it might help answer any questions they may have. Ron will send a draft to the other Trustees for review before publishing.

**8. Closing & Next Meeting**

- Next Trustee Meeting – is set for 2pm on 02/09/20 Ron Simmons' home.
- Ron Simmons closed the meeting at 6:23 pm.