

**Windemere HOA Trustee Meeting Minutes**  
**01/24/19**

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

**1. Opening**

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

**2. Treasurer Report**

Ron O’Rear reviewed the financial reports. YTD Budget Performance through 12/31/18 is summarized below:

	Budget	Actual	Variance
Income YTD	\$11,402.62	\$11,423.26	\$20.64
Expenses YTD	\$10,940.53	\$10,968.16	(\$27.63)
Net YTD Budget Variance			(\$6.99)
Cash on Hand at the end of the Month			\$3,563.19

The financial reports were approved.

**3. 2019 Budget Planning**

- Ron O’Rear presented a revised 2019 budget for review. The proposed budget is based on a planned income of \$9,503.21 and planned expenses of \$8,647.27, leaving a net of \$855.94 in unallocated income. The income plan reflects a reduced annual fee for property owners (from \$150 to \$125).
- The 2019 unallocated income (\$855.94) and 2018 closing cash balance (\$3,563.19) combine to yield a \$4,419.13 reserve to address unplanned expenses.
- The budget will be presented at the annual meeting.

**4. Plan Review Committee Report**

- No activity reported.

**5. Annual Fee Receipt Status**

- As of 1/27/19, payments have been received from all but 11 property owners.
- Ron O’Rear will send a second notice to unpaid accounts at the end of January.

**6. Annual Audit of Finances**

- Ron O’Rear has provided copies of all financial records to the external auditor for review. The audit is expected to be completed by the end of January.

**7. Annual Homeowners Meeting Agenda**

- Ron O’Rear shared a draft annual meeting agenda for review. The trustees approved the agenda.
- The annual homeowners meeting is set for 02/03/19 at 2pm at Ron Simmons’ home.

**8. Year in Review**

- Ron O’Rear shared a draft annual review document that summarizes the key activities and results during the year. Bob Gardner and Ron O’Rear will complete required updates in time for presentation at the annual meeting.

**9. Trustee Election Ballots**

- Bob Gardner will distribute an electronic ballot to homeowners so they can submit their votes before the annual meeting. Ron O’Rear will share the email used last year to serve as a template for this year.

**10. Closing & Next Meeting**

- Next Trustee Meeting – set for 2pm on 02/03/19 at Ron Simmons’ home.

- Ron Simmons closed the meeting at 7:00pm

Prepared by Bob Gardner  
01/26/19