

Windemere HOA Trustee Meeting Minutes
12/12/19

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

1. Opening

- Ron Simmons opened the meeting at 6:05 pm.

2. Meeting Minutes

- Previous meeting minutes were approved.

3. Treasurer Report

- Ron O'Rear reviewed the financial reports. YTD Budget Performance through 11/30/19 is summarized below:

	Budget	Actual	Variance
Income YTD	\$9,503.11	\$9,503.21	(\$0.10)
Expenses YTD	\$8,389.00	\$7,162.01	\$1,226.99
Net YTD Budget Variance			\$1,227.09
Cash on Hand at the end of the Month			\$5,904.39

- The financial reports were approved.

4. Plan Review Committee Report

- Mike and Karen Harris indicated they are interested in adding a 4th garage to their residence and requested help from the HOA. Ron Simmons met with Mike to review the process and documentation required to gain approval for the addition. Mike will prepare the appropriate documentation for submission to the Planning Review Committee.

5. Annual Meeting

- Ron O'Rear shared the revised Annual Fee Notification Letter for final review and approval. The letter identifies three important dates: 1) Nominations for filling the one expiring Trustee term are due by 01/07/20, 2) Annual fee payments are due by 01/31/20, and 3) The Annual HOA meeting is scheduled for 02/09/20.
- Ron Simmons suggested that we include a stamped return envelope with the Fee Notification letter to make it easier for homeowners to submit their annual fee payments. The Trustees agreed to include return payment envelopes this year as a pilot. Bob Gardner will print and mail the letters and inserts by 12/17/19.
- The Trustees will distribute ballots to all property owners via email after the nomination period closes on 01/07/20.

6. Other New Business

- No other new business items were discussed.

7. Closing & Next Meeting

- Next Trustee Meeting – is set for 6pm on 01/09/20 Ron Simmons' home.
- Ron Simmons closed the meeting at 6:50 pm.

Prepared by Bob Gardner
12/14/19