

Windemere HOA Trustee Meeting Minutes
12/10/20

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

1. Opening

- Ron Simmons opened the meeting at 6:00 pm.

2. Meeting Minutes

- Previous meeting minutes were approved.

3. Financial Report

- Ron O’Rear reviewed the financial reports for the period ending 11/30/20. Key budget performance indicators are summarized below:

	Budget	Actual	Variance
Income YTD	\$7,983.21	\$8,013.37	\$30.16
Expenses YTD	\$7,521.18	\$9,658.46	(\$2,137.28)
Net YTD Budget Variance			(\$2,107.12)
Cash on Hand at the end of the Month			\$3,864.31

- As reported previously, the expense overages were driven by increased costs related to mowing, landscaping and irrigation repairs.
- The 11/30 financial reports were approved.

4. 2021 Budget

- Ron shared an updated draft budget for 2021. The budget is designed to meet projected expenses while maintaining a \$5K reserve. The annual dues required to support the 2021 budget are \$155 per property.
- The Trustees approved the 2021 budget.

5. Plan Review Committee Report

- No activity.

6. Resident Reported Concerns

- None.

7. Annual Meeting

- The annual meeting is scheduled for 02/07/21. Due to the pandemic, the meeting will be held as a virtual meeting.
- Ron O’Rear confirmed that we can use Zoom to conduct the virtual meeting without cost.
- Ron O’Rear provided an updated annual letter to report 2020 financial highlights, communicate 2021 dues requirements, and to solicit nominations. Bob will prepare and mail the letters within the next week. We will include return envelopes again this year to simplify the remittance process.

8. Other Business

- None

9. Closing & Next Meeting

- Next Trustee Meeting – is set for 6pm on 01/21/21 at Bob Gardners’ home.
- Ron Simmons closed the meeting at 7:20 pm.