

**Windemere HOA Trustee Meeting Minutes**  
**01/21/21**

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 12/31/20. Key budget performance indicators are summarized below:

	Budget	Actual	Variance
Income YTD	\$7,983.39	\$8,013.50	\$30.11
Expenses YTD	\$7,784.10	\$9,983.01	(\$2,198.91)
Net YTD Budget Variance			(\$2,168.80)
Cash on Hand at the end of the Month			\$3,803.49

- As reported previously, the expense overages were driven by increased costs related to mowing, landscaping and irrigation repairs.
- The 12/31 financial reports were approved.

**4. Annual Fee Remittal Status**

- Ron reported that payments have been received for 69 of the 76 properties in Windemere. Fifty-Five (79%) of the payments used the return envelopes included with the billing notices.
- Bob will send reminders to the 7 property owners who have not submitted their payments.

**5. Plan Review Committee Report**

- No activity.

**6. Annual Audit Submittal**

- Ron O’Rear reported that all financial information and data have been sent to the auditors. Results are pending.

**7. Landscape Mulching and Weeding Renewal**

- Ron O’Rear recommended that the HOA continue to use the landscaping contractor he secured for 2020. Ron indicated that he was satisfied with the quality and price of the services provided.
- The Trustees voted to accept Rons’ recommendation.

**8. 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 supplied a draft agenda and related handouts that might be reviewed during the meeting.
- Bob will prepare and distribute meeting notices and related handouts to all residents via email.
- Ron O’Rear reported that one resident has expressed interest in serving as a Trustee. Ron Simmons will communicate with the candidate to confirm their interest.
- Ron O’Rear will prepare and distribute ballots for the vacant Trustee position.

**Windemere HOA Trustee Meeting Minutes**  
**01/21/21**

**9. Resident Reported Concerns**

- None.

**10. Other Business**

- None

**11. Closing & Next Meeting**

- Next Trustee Meeting – is set for 2pm on 02/07/21 at Bob Gardners' home.
- Ron Simmons closed the meeting at 7:02 pm.

Prepared by Bob Gardner  
01/26/21