

**Windemere HOA Trustee Meeting Minutes**  
**12/17/21**

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

**1. Opening**

- Ron Simmons opened the meeting at 3:00 pm.

**2. Meeting Minutes**

- The previous meeting minutes were approved.

**3. Financial Report**

- Ron O’Rear reviewed the financial reports for the period ending 11/30/21. Key budget performance indicators are summarized below:

Budget Analysis	Budget	Actual	Variance
Income YTD	\$11,783.37	\$11,784.09	\$0.72
Expenses YTD	\$10,761.84	\$8,867.96	\$1,893.88
Net YTD Budget Variance			\$1,894.60
Cash on Hand at Month End			\$6,719.52

- The 11/30/21 financial reports were approved.

**4. Plan Review Committee Report**

- A request was received from Lucile Gross (335 Stratford) to add fencing in the rear yard of her property. The request is currently being reviewed by the Plan Review Committee members.
- No other requests are in process.

**5. Welcome Packets**

- Ron O’Rear reported that he delivered a welcome packet to the new owners of 228 Yorkshire.

**6. Final 2022 Budget**

- Ron O’Rear presented and the trustees approved the final budget for 2022. The 2022 budget calls for a \$25 reduction in the annual HOA fee for property owners.

**7. Annual Meeting Planning**

- The annual meeting will be held on February 6, 2022 at 2pm at Ron Simmons’s home.
- Ron O’Rear completed that annual fee letter. The letter includes a summary of key financial information, requests nominations to fill one trustee slot, and announces the annual meeting. Bob Gardner will print and mail the letters by 12/20.
- Ron O’Rear is working to complete the 2021 Financial Summary and 2021 Year In Review documents that will be shared at the annual meeting in February.

**8. Resident Reported Concerns**

- No concerns were reported this month.

**9. Other Business**

- No other business.

**10. Closing & Next Meeting**

- Next Trustee Meeting – is set for 6pm on 01/13/22 at Ron Simmons’ home.
- Ron Simmons closed the meeting at 3:35 pm.