

**Windemere HOA Trustee Meeting Minutes**  
**1/13/22**

Attendees – Ron Simmons and Ron O’Rear

**1. Opening**

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

**2. Meeting Minutes**

- The previous meeting minutes were approved.

**3. Financial Report**

- Ron O’Rear reviewed the financial reports for the period ending 12/31/21. Key budget performance indicators are summarized below:

Budget Analysis	Budget	Actual	Variance
Income YTD	\$11,783.49	\$11,784.32	\$0.83
Expenses YTD	\$10,828.90	\$9,249.90	\$1,579.00
Net YTD Budget Variance			\$1,579.83
Cash on Hand at Month End			\$6,337.91

- The 12/31/21 financial reports were approved.

**4. Annual Fee Remittal Status**

- Ron O’Rear reported that 48 homeowners, or 63% of the Windemere homeowners, have paid their annual fee for 2022.

**5. Plan Review Committee Report**

- The Planning Review Committee recommended approving the request received from Lucile Gross (335 Stratford) to add fencing in the rear yard of her property. The Trustees approved the request and Ron Simmons notified Lucile Gross of the approval.
- No other requests are in process.

**6. Welcome Packets**

- Ron O’Rear reported that he delivered a welcome packet to the new owners of 340 Hampton Place.
- Ron O’Rear has prepared a welcome packet for delivery to the new owners of 2282 Abbey Lane.

**7. Annual Audit Submittal**

- Ron O’Rear has collected all the documents required for the Annual Financial Audit and will submit the documents once he receives the 2021 WPCU 1099 Form documenting the 2021 interest earned.

**8. Landscape Mulching and Lawn Mowing for 2022**

- The Trustees agreed to retain the service providers for landscape mulching and weeding and for mowing for 2022.
- Ron O’Rear will notify the vendors to continue their service in 2022.

**9. Annual Meeting Planning**

- The Annual Homeowners Meeting will be held on February 6, 2022 at 2pm at Ron Simmons’s home.
- The Trustees decided that the Annual Homeowners Meeting will be held in person rather than via zoom.
- No additional nominations for Trustee have been received so Bob Gardner will prepare and email the Trustee Election Ballot to the Windemere homeowners.
- Ron O’Rear provided a draft 2021 Financial Summary and a draft 2021 Year in Review document to the Trustees for review and comment.

## **Windemere HOA Trustee Meeting Minutes**

**1/13/22**

- Ron O'Rear will prepare and email a reminder notice for the Annual Homeowners Meeting to the Windemere homeowners along with the final 2021 Financial Summary, 2021 Year in Review document, the December 2021 Treasurer's Report, December 2021 Budget vs Actuals Spreadsheet, and approved 2022 Budget.

### **10. Resident Reported Concerns**

- No concerns were reported this month.

### **11. Other Business**

- Bob Gardner send an Annual Fee Notification Letter to the new owners of 2282 Abbey Lane.

### **12. Closing & Next Meeting**

- Next Trustee Meeting – is set for Sunday, 2/6/22, at Ron Simmons' home after the Windemere Annual Homeowners Meeting.
- Ron Simmons closed the meeting at 6:20 pm.

Prepared by Ron O'Rear

1/13/22