

**Windemere HOA Trustee Meeting Minutes**  
**11/17/22**

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

**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 10/31/22. Key budget performance indicators are summarized below:

Budget Analysis	Budget	Actual	Variance
Income YTD	\$9,883.84	\$9,923.47	\$39.63
Expenses YTD	\$9,293.18	\$11,375.19	(\$2,082.01)
Net YTD Budget Variance			(\$2,042.38)
Cash on Hand at Month End			\$4,886.19

- The majority of the expense overages related to lighting repair and landscaping.
- The 10/31/22 financial reports were approved.

**4. Plan Review Committee Report**

- No requests were received in October or are currently in process.

**5. Annual Fee Letters**

- Ron O'Rear shared a draft Annual Fee letter for review. Ron will make the appropriate updates when the financials are finalized and forward to Bob for distribution. The target for distribution is the first week of December.

**6. Budget for 2023**

- Ron O'Rear shared a working copy of the budget for 2023. The Trustees will finalize the budget during the December meeting.
- Ron also shared a year over year analysis of the 2022 budget highlighting the expense categories with the greatest variances from 2021 to 2022. This analysis supports the proposed 2023 budget items.

**7. Annual Meeting 2023**

- The annual meeting is scheduled for February 5, 2023 at 2:00PM at Ron Simmons' home.
- Ron O'Rear shared the various documents that will be used to provide notice to the community prior to the meeting, as well as during the meeting (including a meeting agenda and handouts for attendees). Ron will incorporate the suggestions discussed by the Trustees before the December Trustees meeting.
- Bob Gardner will scan the 2022 meeting minutes to identify any items that may be included in the communications documents Ron O'Rear prepared.

**8. Other Business**

- No other new business was discussed.

**9. Closing & Next Meeting**

- Next Trustee Meeting – is set for Thursday, 12/15/22 at Bob Gardners' home.
- Ron Simmons closed the meeting at 6:48 pm.