

Windemere HOA Trustee Meeting Minutes
11/16/23

Attendees – Trustees - 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 as revised.

3. Financial Report

- Ron O’Rear reviewed the financial reports for the period ending 10/31/23. Key budget performance indicators are summarized below:

Budget Analysis	Budget	Actual	Variance
Income YTD	\$12,163.47	\$12,163.51	\$0.04
Expenses YTD	\$9,538.00	\$10,687.06	(\$1,149.06)
Net YTD Budget Variance			(\$1,149.02)
Cash on Hand at Month End			\$5,833.46

- The 10/31/23 financial reports were approved.

4. Plan Review Committee Report

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

5. Entrance Fall Trimming

- Ron O’Rear reported that Ray DeVite has completed the entrance trimming, and that he thought Ray did an excellent job.

6. Annual Fee Letters

- Ron O’Rear shared a draft of the letter that will be used to communicate year-end information to the community. When Ron is able to finalize the financial items included in the letter he will forward the letter and address file to Bob for printing and mailing.

7. 2024 Budget Planning

- Ron O’Rear shared a preliminary budget for 2024. After a brief discussion, the Trustees approved the budget. The 2024 expense budget is \$12,130 which is funded by a projected income of \$12,543. The plan projects a reserve fund of \$4,142 at year-end 2024.

8. 2024 Annual Meeting

- Date – The date is set for February 4, 2024 at 2:00pm at Ron Simmons’ home.
- Ron O’Rear shared draft copies of two financial summary documents that will be used to communicate financial performance of the HOA - Year Over Year Financial Comparisons and 2023 Financial Summary. Ron will finalize these documents when the 2023 financials are closed.
- 2023 Year in Review – Ron O’Rear mentioned that the Trustees need to prepare the Year in Review document that will communicate key activities, challenges and accomplishments during 2023. Ron will share an outline for the others to build on. Bob Gardner will review the 2023 meeting minutes to capture relevant items.

9. Other Business

- None

10. Closing & Next Meeting

- Next Trustee Meeting – is set for Thursday, 12/14/23 at 6pm at Bob Gardner’s home.
- Ron Simmons closed the meeting at 6:45 pm.

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Prepared by Bob Gardner
11/20/23