

Windemere HOA Trustee Meeting Minutes
12/14/23

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 11/30/23. Key budget performance indicators are summarized below:

Budget Analysis	Budget	Actual	Variance
Income YTD	\$12,163.63	\$12,163.67	\$0.04
Expenses YTD	\$10,141.59	\$11,325.66	(\$1,184.07)
Net YTD Budget Variance			(\$1,184.03)
Cash on Hand at Month End			\$4,595.02

- The 11/30/23 financial reports were approved.

4. Plan Review Committee Report

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

5. Christmas Decoration Committee

- The Christmas Decoration Committee completed the decorations for the both entrances. The Trustees would like to thank Bonnie Simmons and Suzanne O’Rear for leading this effort.

6. Budget for 2024

- Ron O’Rear reviewed the updated 2024 budget plan, which was approved by the Trustees.

7. Annual Fee Letters

- Ron O’Rear reported that the annual fee letters are ready for distribution to the property owners. Ron forwarded the letter template and mailing list to Bob Gardner for printing and distribution. Ron also provided stamped return envelopes which will be included with the fee letters.

8. 2024 Annual Meeting

- Date – The date is set for February 4, 2024 at 2:00pm at Ron Simmons’ home.
- Ron O’Rear shared copies of the two financial summary documents that will be used to communicate financial performance of the HOA: 1) Year Over Year Financial Comparisons and 2) 2023 Financial Summary. Ron will finalize these documents when the 2023 financials are closed.
- 2023 Year in Review – Ron O’Rear shared a draft document that will be used to 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 Tuesday, 01/09/24 at 6pm at Ron Simmons’ home.
- Ron Simmons closed the meeting at 6:45 pm.