

Windemere HOA Trustee Meeting Minutes
01/09/24

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 12/31/23. Key budget performance indicators are summarized below:

Budget Analysis	Budget	Actual	Variance
Income YTD	\$12,163.77	\$12,163.81	\$0.04
Expenses YTD	\$10,810.19	\$12,429.53	(\$1,619.34)
Net YTD Budget Variance			(\$1,619.30)
Cash on Hand at Month End			\$3,491.29

- The 12/31/23 financial reports were approved.

4. Annual Fee Remittance Status

- Ron O’Rear reviewed the remittance status of the 2024 annual fee billings. To date, payments have been received for 45 of the 76 properties in the development. 35 of the 45 receipts used the self-addressed return envelopes provided with the billings.

5. Plan Review Committee Report

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

6. Annual Audit Submittal

- Ron O’Rear reported that he is collecting the information required to submit the audit request. Ron expects the audit to be completed in the February to March timeframe.

7. 2024 Annual Meeting

- Email Electronic Ballot – Bob Gardner will distribute ballots to the community via email to solicit votes prior to the annual meeting. Thus far, no nominations for the open Trustee position have been received.
- Email Annual Meeting Date Reminder – Ron O’Rear will distribute the annual meeting reminder to the community via email.
- Annual Meeting Agenda – Ron O’Rear reviewed the proposed Meeting Agenda for the annual meeting. The agenda was approved as drafted by Ron.
- Annual Meeting Sign-In Sheet – Ron O’Rear will prepare a sign-in sheet to capture meeting attendees.
- Trusteed Election Ballot – Bob Gardner will prepare ballots to facilitate voting by the meeting attendees.
- 2023 Financial Year Summary - 2023 - Ron O’Rear shared finalized copies of the financial summary documents that will be used to communicate financial performance of the HOA. Ron will review the financial summaries during the annual meeting.
- 2023 Year in Review Summary – Ron O’Rear shared the finalized document that will be used to communicate key activities, challenges and accomplishments during 2023. Ron Simmons will review the summary during the annual meeting.

8. Welcome Packages for New Homeowners

- Ron O’Rear reported that he provided a welcome packet to the new homeowners at 225 Yorkshire Lane

9. Other Business

- None

Windemere HOA Trustee Meeting Minutes
01/09/24

10. Closing & Next Meeting

- Next Trustee Meeting – is set for Tuesday, 02/4/24 at 2pm at Ron Simmons' home.
- Ron Simmons closed the meeting at 6:30 pm.

Prepared by Bob Gardner
01/11/24