

Windemere HOA Trustee Meeting Minutes
02/14/25

Attendees – Trustees – Raghu Srinivasan, Ron O’Rear and Bob Gardner

1. Opening

- Ron and Bob began the meeting at 6:05 by welcoming Raghu to the meeting and as a new Trustee.

2. Trustee Positions

- After discussing the key roles within in the Board of Trustees, the following assignments were established:
President - Raghu Srinivasan
Treasurer - Ron O’Rear
Secretary - Bob Gardner

3. Meeting Minutes

- The previous meeting minutes were approved as amended.

4. Financial Report

- Ron O’Rear reviewed the financial reports for the period ending 01/31/25. Key budget performance indicators are summarized below:

Budget Analysis	Budget	Actual	Variance
Income YTD	\$11,328.64	\$10,551.86	(\$776.78)
Expenses YTD	\$718.38	\$863.20	(\$144.82)
Net YTD Budget Variance			(\$921.60)
Cash on Hand at Month End			\$14,583.82

- The 1/31/25 financial reports were approved.

5. Annual Fee Payments

- Ron O’Rear reported that 3 payments are still outstanding at the end of January. Ron has been in contact with the 3 parties, who have all agreed to submit their payments immediately.

6. Plan Review Committee Report

- Ron shared information regarding the Plan Review Committee and the related processes.
- As president, Raghu will serve as the point of contact with the committee.

7. Annual Audit Submittal

- Ron reviewed the annual audit process to assure the Trustees understand the process and results.

8. Annual Meeting 2025

- The Trustees discussed the Annual Meeting that was held on 02/09/25 to identify and discuss any lessons learned. Key learnings related to the Annual Picnic and Website.
- Annual Picnic – The Trustees agreed to poll the community to determine the level of interest in continuing the picnic this year. If there is significant interest, we will also canvas the community to solicit volunteers to plan and conduct the event and to identify best date and time.
- Website – it appears there may be some members of the community who are not aware the HOA has a Website that contains financial information and meeting records. Bob Gardner will distribute a communication to inform the community of the website and to provide access information.

9. New Trustee Onboarding

- Ron reviewed the Trustee Onboarding Checklist to assure everyone understands the key steps, and to schedule the actions required to complete the items outlined.
- The Trustees agreed to meet at the Wright Patt Credit Union and Post Office on Saturday (02/15/25) to make the appropriate changes.

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10. Abby Lane Lighting System

- Ron reported that the landscaping lights at the Abby entrance are not working properly. Since it could be fairly costly to hire an electrician, it was agreed that we would hold until Ron recovers from his illness so he can troubleshoot the issue.

11. Checkless Electronic Fee Payments

- Ron mentioned that several residents have expressed interest in using electronic payment methods when paying their annual dues. After a brief discussion of the various options and related costs, it was agreed to hold future discussion until fall.

12. Other New Business

- Ron mentioned that he would prefer to stay with the landscaping and mowing contractors we used last year. The contractors selected last year were reasonably priced and reliable, so Ron didn't feel we need to engage in a time-consuming bidding process this year. The Trustees supported Ron's recommendation.

13. Closing & Next Meeting

- Next Trustee Meeting – The next meeting date will be Monday, 3/10/25 at 7:00pm at Bob Gardner's hose.
- The meeting was closed at 7:40pm.

Prepared by Bob Gardner

02/15/25