

Windemere HOA Trustee Meeting Minutes

11/06/25

Note - The following meeting minutes summarize the topics, decisions and actions resulting from the monthly Windemere Trustee Meeting. Additional information is available at the HOA Website at windemere-hoa.com

Meeting Attendees – Raghu Srinivasan, Ron O'Rear and Bob Gardner

1. Opening

- Raghu opened the meeting at 7:00.

2. Meeting Minutes

- The previous meeting minutes were approved as amended.

3. Financial Report

- Ron O'Rear reviewed the financial reports for the period ending 10/31/25. Key budget performance indicators are summarized below:

Budget Analysis	Budget	Actual	Variance
Income YTD	\$11,796.83	\$21,204.13	\$9,407.30
Expenses YTD	\$10,265.89	\$20,725.39	(\$10,459.50)
Net YTD Budget Variance			(\$1,052.20)
Cash on Hand at Month End			\$4,778.21

- The 10/31/25 financial reports were approved.

4. Plan Review Committee Report

- Raghu reported that no requests were received in October or are currently in process.

5. Welcome New Residents

- Ron reported that he delivered a welcome packet to David and Lorry Creech at 2338 Abby Lane. He will deliver a packet to Marcus Branch at 300 Stratford Lane when he is able to make contact.

6. Annual Fee Letters

- Ron shared a draft of the annual fee letter that will be used to communicate 2026 billing information to the community. The Trustees agreed on the annual fee and meeting date and location proposed by Ron. Ron will make required adjustments to the financial information contained in the letter and forward to Bob for distribution to the community in early December.

7. 2026 Budget

- Ron shared copies of the proposed 2026 budget. In general, the 2026 budget includes a 3% increase from the 2025 actuals. One significant change relates to the elimination of the annual picnic, which cost approximately \$500.
- The Trustees approved the proposed 2026 budget.

8. Annual Meeting Planning

- The Trustees agreed on the meeting date and location (02/01/26 at 2:00pm at Ron O'Rears house).
- Ron shared a draft agenda for the Annual Meeting. The agenda was approved.
- Ron shared draft copies of the Annual Financial Year in Review Letter that will be distributed to the community prior to the Annual Meeting. The letter summarizes key financial details for 2025. Ron will adjust these summaries as we close out the year.

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- Ron shared copies of Year-over-Year and Financial Summaries that he plans to use during the Annual meeting to highlight key budget results by category and timeframe. Ron will update the data as we close out the year.
- The Trustees also discussed the need to prepare an Annual Summary document that can be used by Raghu to review key highlights from 2025 during the annual meeting. Bob will review the 2025 meeting minutes to extract items that may be included in the summary document.

9. Christmas Decorations Installation

- The Trustees will meet at 2:00pm on 12/06/25 to install the decorations at both entrances.

10. Other New Business

- None.

11. Closing & Next Meeting

- Next Trustee Meeting –will be Thursday, 12/04/25 at 7:00pm at Raghu Srinivasan's home.
- The meeting was closed at 8:50pm.

Prepared by Bob Gardner

11/07/25