

Windemere HOA Trustee Meeting Minutes

12/04/25

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 Srivasan, 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 11/30/25. Key budget performance indicators are summarized below:

Budget Analysis	Budget	Actual	Variance
Income YTD	\$11,797.03	\$21,204.32	\$9,407.29
Expenses YTD	\$11,113.74	\$21,617.29	(\$10,503.55)
Net YTD Budget Variance			(\$1,096.26)
Cash on Hand at Month End			\$3,904.40

- The 11/30/25 financial reports were approved.

4. Plan Review Committee Report

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

5. Welcome New Residents

- Ron has prepared a welcome packet for Marcus Branch at 300 Stratford and will deliver to Marcus after he settles in.

6. Annual Fee Letters

- Ron shared a final copy of the annual fee letter that will be used to communicate 2026 billing information to the community.
- Bob will print and mail the letter to the community next week.

7. 2026 Budget

- Ron shared copies of the final 2026 budget. In general, the 2026 budget includes a 3% increase from the 2025 actuals, with income estimated to exceed expenses by \$700. The 2026 year-ending reserve is estimated to be approximately \$4,400, providing a contingency for unexpected cost items.

8. Annual Meeting Planning

- The annual meeting is scheduled for 02/01/26 at 2:00pm at Ron O'Rear's house.
- The documents to be shared during the meeting were reviewed.
- Bob provided a summary of key topics and issues addressed during 2025 to support Raghu's annual review discussion during the annual meeting.
- Ron will distribute a Year-In-Review document via email after the annual fee billing letters are mailed to the community by Bob.

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9. Christmas Decorations Installation

- The Trustees will meet at 2:00pm on 12/07/25 to install the decorations at both entrances.

10. Other New Business

- None.

11. Closing & Next Meeting

- Next Trustee Meeting – will be Monday, 01/12/26 at 7:00pm at Ron O'Rear's home.
- The meeting was closed at 7:30pm.

Prepared by Bob Gardner

12/06/25