Windsong Community Improvement Association, Inc.

A Texas Non-Profit Corporation

Board Meeting Minutes

April 16, 2024

LOCATION: 18150 Holly Forest Drive / Clubhouse / Zoom: https://spectrumam.zoom.us/j/99170410803?pwd=TE9lSm4zRHhqR2NCTXZCY3lyUnhiQT09

EXECUTIVE SESSION

A quorum of Board members was announced by Jonathan Taylor and the meeting was called to order at 6:18 p.m.

IN ATTENDANCE

Representing the Board Members of the Windsong Community Improvement Association were the following people:

- Rick Gomez
- Justine Squillace
- Bijay Dixit
- Chris Baxter
- Donald Riley

Representing Spectrum Association Management were the following people:

Jonathan Taylor (Community Manager)

EXECUTIVE MEETING AGENDA ITEMS

• The Board of Directors reviewed the current Aging Report and discussed the following 12 accounts to go to Legal for Non-Payment of Assessments:



- The Board of Directors reviewed and discussed sending for escalated violation for fence repair.
- The Board of Directors reviewed and discussed on proceeding with the foreclosure process from the attorney for unpaid assessments.
- The Board of Directors reviewed and discussed on proceeding with the foreclosure process from the attorney for unpaid assessments.
- The Board of Directors reviewed placing on a 90-day hold.
- The Board of Directors reviewed on removing \$60 administrative fees and keep \$50 hand delivery fee (Spectrum Cost) on account
- Officer David was present and addressed inquiries related to street patrolling and the site drive schedule. Notably, it was conveyed that the monthly reports are accessible on the Board's Google drive platform. The reports provide a comprehensive overview of the police department's activity and reporting during patrol operations.
- Mrs. Trenta was present and delivered an extensive presentation on the voting process through a new online document of which the purpose would be to receive votes from homeowners and gather sentiment from renters. The Board discussed the possibility of a mailout of postcards to further enhance communication and encourage participation. The Board approved the motion to proceed with the web ballot voting. Director Gomez made the motion, Director Squillace seconded. With all in favor, the motion carried.
- The Board of Directors discussed the time frame for open voting on proposals for homeowners utilizing the website. Specifically, the focus on scenarios where the approval percentage for a proposal has not been met.
- The Board of Directors approved the appointment of Mrs. Trenta to the Facebook administrative role. Jennifer will serve as an official representative of the community on the platform. Director Gomez made the motion. Director Baxter seconded. With all in favor the motion carried.
- The Board of Directors formally approved the disbursement of payment to Mrs. Trenta for services rendered. Director Gomez made the motion. Director Baxter seconded. With all in favor, the motion carried.
- Mr. Taylor will provide Mrs. Trenta with the size and resolution of the Ezzi
 Sign LED sign's for training purposes.

With no other business, the Executive Session adjourned at 7:22pm.

OPEN SESSION

The Open Session was called to order at 7:34p.m.

In Attendance:

• 7 Homeowners in Attendance

Introductions:

The Board and Spectrum Representatives were introduced to the Homeowners in attendance.

APPROVAL OF MINUTES

The March 2024 meeting minutes were reviewed.

SUMMATION OF EXECUTIVE SESSION & ACTIONS BETWEEN MEETINGS

- Mr. Taylor provided an update on the LED sign project. Notably, the details regarding the project's progress and the anticipated start date which is to commence within the next couple of weeks, as confirmed by the vendor.
- Mr. Taylor provided an overview of the electric project currently underway at the median adjacent to the new fuel station construction site. Vendors are submitting proposals in which the Board will review.
- Mr. Taylor explained that the Board formally approved the implementation of online voting. The rollout will commence with the requested trailer petition in which homeowners will have the opportunity to cast their votes electronically.

STATE OF THE ASSOCIATION

Financial Summary – Mr. Taylor discussed the April 2024 financials including status of accounts and month and year-to-date expenditures.

ASSOCIATION BUSINESS/HOMEWONER FORUM

- **President's Report** Director Gomez provided an update on the pool slide and recent stair repairs made. While repairs have been undertaken, it has been determined that the slides will require reconditioning to ensure optimal safety and functionality.
- Director Gomez shared the intent to enhance the park area adjacent to the pool by adding additional lighting.
- Mr. Taylor discussed the implementation and rollout of the quarterly billing of trash assessments, and stated the primary objective of the initiative which is to optimize cost savings for the community.
- Mr. Taylor provided an update on the status of the cluster mailbox replacements. Notably, the first set of mailboxes have been successfully replaced. The Board will review proposals from the counted mailboxes that will receive proposals on.
 - The Board of Directors discussed the current Aging Report and approved the following 12 accounts to go to Legal for Non-Payment of Assessments:



Director Gomez made the motion, Director Dixit seconded, with all in favor the motion carried.

- The Board of Directors reviewed and approved sending to legal for escalated violation for fence repair.
- The Board of Directors reviewed and approved on proceeding with the attorney for unpaid assessments.
- The Board of Directors reviewed and approved on proceeding with the attorney for unpaid assessments.
- The Board of Directors approved placing on a 90-day hold.
- The Board of Directors approved on removing \$60 administrative fees on account

Director Gomez made the motion to approve, Director Riley seconded, with all in favor the motion carried.

OPEN SESSION ADJOURNMENT

With no further business, Director Squillace motioned to Adjourn, Director Dixit seconded. Meeting adjourned at 7:55pm.