

# Windsong Community Improvement Association, Inc.

A Texas Non-Profit Corporation

## Annual Board Meeting Meeting Minutes

May 28, 2024

The membership of Windsong Community Improvement Association, Inc., met in an Annual Meeting on May 28, 2024, located at the community clubhouse at 18150 Holly Forest Dr., Houston, TX 77084 in accordance with the law.

- I. **General Session Call to Order**-The meeting was called to order at 7:30pm by Mr. Taylor. Due to the initial quorum of 10% not being met, the meeting was adjourned at 7:31pm and recalled at 7:31pm. The meeting quorum at the time was reduced by 50% in accordance with the Association documents with quorum having been reached with 146 Owners present in person and absentee, the meeting was officially called to order at 7:31pm.
  - a. In attendance
    - i. Board of Directors- Rick Gomez, Bijay Dixit, Justine Squillace, Chris Baxter, and Donald Riley.

Managing Agent – Jonathan Taylor and Jessica Brown with Spectrum Association Management.

- II. **Proof of Notice** - Mr. Taylor formally presented documentation as evidence that notices of the meeting were duly mailed to each lot, in accordance with legal requirements.
- III. **Introductions of Board Members and Spectrum Association Management** – Mr. Taylor recognized and introduced each Board Member as well as himself and Mrs. Brown representing Spectrum Association Management. The two incumbents who are up for re-election articulated their motivations for seeking re-election. In addition, Mr. Perez, who was vying for one of the two available Board positions, introduced himself and shared his reasons for running for the position of Board Member.
- IV. **Previous Annual Meeting Minutes**-The Board of Directors and the membership were presented with a copy of the Annual meeting minutes for the 2023 Annual meeting. Homeowner Mrs. Elsie made a motion to approve the minutes as presented, Mr. Oberhauser seconded the motion, and the minutes were unanimously approved and adopted as an official record of the Association.
- V. **Financial Review & Year End Review**- Spectrum provided a review of the Associations financial standing as of April 30<sup>th</sup>, 2024, including a breakdown of bank balances, a year to

date actual vs. budget comparison, a chart summary for expenses for 2024 as well as a chart breakdown of the \$450 annual assessment and how the funds are allocated based on key service areas in the community.

The membership was also provided an overview of the annual progress for site violation enforcement as well as a year in review of crime stats for the community.

- VI. President's Report** – Director Gomez spoke on several projects that were completed and projects currently active. Director Gomez also spoke on the process of the mailbox cluster replacements and the process it took to get them completed. He also highlighted the way for homeowners to have their storm debris picked up. Mr. Taylor addressed the recent power outage at the clubhouse, which presented a communication challenge as there was no alternative method to inform the community about the potential postponement of the meeting, aside from email. He underscored that a text messaging service is offered by Spectrum could have effectively met this communication need. The Board of Directors and homeowners agreed this was a great service to take advantage of. There was an officer presentation to discuss incidents within the community and responses.
  
- VII. Homeowner Forum** – The floor was opened for the membership to submit questions or make comments before the Board. General topics discussed included discussion on options for deed restriction violations for vehicles parked on the streets, the status of the MUD's substation build at the front of the community, signage displaying trash status on holidays or alert by texting if enrolled, and businesses that are being run at home, etc.
  
- VIII. Board Election & Results** – Spectrum advised the membership that there were 2 seats up for election this year. There were three candidates that were submitted during the solicitation process prior to the calling of the annual meeting aside the two incumbents and so it was announced Directors Dixit and Baxter would reprise their roles on the Board.
  
- IX. Adjournment of General Session-** With no further business, the 2024 Annual Meeting of the Membership was adjourned at 8:37 pm.

President, Windsong CIA

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Secretary, Windsong CIA

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Spectrum, Managing Agent

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Date