

# Windsong Community Improvement Association, INC

## Board Meeting Minutes

March 18, 2025

**LOCATION:** Community Clubhouse located at 18150 Holly Forest.

### DETERMINATION OF QUORUM

A quorum of Board members was announced, and the executive session was called to order @ 6:00 PM.

### IN ATTENDANCE

- i. **Board of Directors:** Rick Gomez, Christopher Baxter, Donald Riley, Bijay Dixit, and T.J. Torres
- ii. **Managing Agent:** Jessica Brandyberg- Sr. Community Manager, Spectrum Association Management
- iii. **Homeowners:** There were 11 homeowners present for the open session of the meeting

### EXECUTIVE SESSION

- The Board of Directors reviewed the current fully escalated Property Notice List and unanimously approved the following accounts to go to Legal for Deed Restriction Enforcement. Accounts:
  - \*\*\*\*\*-Clutter
  - \*\*\*\*\*-Prohibited Vehicle
  - \*\*\*\*\*-General Property Maintenance (Missing Shutter)
  - \*\*\*\*\*-General Property Maintenance (Damaged Basketball Goal)
  - \*\*\*\*\*-Clutter
  - \*\*\*\*\*-Paint House
  - \*\*\*\*\*-Prohibited Vehicle
  - \*\*\*\*\*-Clutter
  - \*\*\*\*\*-Damaged Fence
  - \*\*\*\*\*-Clutter
  - \*\*\*\*\*-Vehicle Parking
  - \*\*\*\*\*-General Property Maintenance
- The Board of Directors reviewed the current Aging Report and unanimously approved the following accounts to go to Legal for Non-Payment up to and including foreclosure. Accounts:
  - \*\*\*\*\*
  - \*\*\*\*\*
  - \*\*\*\*\*
  - \*\*\*\*\*
  - \*\*\*\*\*
  - \*\*\*\*\*
  - \*\*\*\*\*
  - \*\*\*\*\*
  - \*\*\*\*\*
  - \*\*\*\*\*
- Mrs. Brandyberg notified the board there were no homeowner requests for review.

- The following items were discussed.
  - Items needed for the upcoming pool registration event. Mrs. Brandyberg has asked HSR Services to donate the additional items needed. Sodas, Water, and Chips.
  - Easter Event – Director Torres has volunteered to be the Easter Bunny for the event on 4/19/25. Mrs. Brandyberg did notify the board she can also volunteer to help if needed.
  - Mrs. Brandyberg notified the board she will start working on the 2026 budget in April and has asked the board to submit suggestions for possible improvement projects.
  - Mrs. Brandyberg confirmed the details of the upcoming Annual Meeting that will be held in May.
- Director Gomez updated the board on the current actions being taken by local law enforcement regarding the recent dog attack.
- With no further business the executive session was adjourned at 7:45 PM.

Open Session was called to order at 7:25 PM.

### **APPROVAL OF MINUTES**

Meeting Minutes from the February 2025 meeting were presented and unanimously approved with no changes.

### **ACTIONS TAKEN BETWEEN MEETINGS**

The following actions were taken between meetings:

- i. The pool slide makeover along with the additional repairs to the buildings in the pool area.
- ii. The new landscaping at the moments will be installed by the end of the week.
- iii. The ramp at the playground by the pool has been replaced.
- iv. The new pool registration system is active and now accepting applications.
- v. Eblast was sent out regarding the trash service and reminders.
- vi. The board approved the new CBU replacements for 14 locations.
- vii. The community was updated on the status of the recent dog attack and the actions being taken by law enforcement.

### **FINANCIAL PACKET**

Mrs. Brandyberg reviewed the February 2025 financial packet with the community and board. There were no questions or concerns.

### **GENERAL BUSINESS**

The community was notified the next board meeting will be held on April 8<sup>th</sup> instead of April 15<sup>th</sup>.

### **HOMEOWNER FORUM**

The meeting was opened to the homeowners, questions and comments included: questions on the new pool pass registration system, access card issues, and loose dogs in the neighborhood. The community was given information on who to call and the best verbiage to use when placing the call. The community was also notified they can ask to meet with the deputy by asking directly to meet someone onsite.

### **ADJOURNMENT**

With no further discussion the open session was adjourned at 8:22 PM.

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Authorized Signer of the  
Windsong CIA

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Sr. Community Manager, Spectrum, A.M.      Date  
Jessica Brandyberg