

Windsong Community Association, Inc.

Board Meeting Minutes

Pursuant to Article VI, Section 1 of the Bylaws of the Windsong Community Association, Inc. a meeting of the Directors was duly called and held on January 20, 2026, at the Windsong Clubhouse located at 18150 Holly Forest Dr., Houston, TX 77084.

IN ATTENDANCE

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

- Rick Gomez
- Christopher Baxter
- Donald Riley
- TJ Torres

Director Bijay Dixit was unable to attend the meeting however he did notify the board in advance.

Representing Spectrum Association Management, LP was:

- Jessica Brandyberg (Sr. Community Manager – CM)

Homeowners:

There were 4 homeowners present in person.

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 6:02pm. by Director Gomez.

EXECUTIVE SESSION

The Board reviewed items in the executive session related to deed restrictions, aging report review, legal requests, review of homeowner requests, homeowner hearing requests, and the upcoming pool season.

Aging Report: The board reviewed the aging report and unanimously voted to send the following accounts to collections/attorney for further action:

- 72*****
- 72*****
- 72*****
- 72*****
- 72*****
- 72*****
- 72*****
- 72*****
- 72*****
- 72*****

Homeowner Request:

- Account 72***** requested a waiver of hard costs in the amount of \$110.00; however, the board unanimously denied the request. The homeowner will be notified of the decision via email.

- Account 72***** requested a waiver of hard costs in the amount of \$110.00; however, the board unanimously denied the request. The homeowner will be notified of the decision via email.
- Account 72***** requested the HOA not enforce the one tree per lot requirement. The board denied the request but did grant an extension until the end of February 2026 to cure the violation.

Violation Report: The board reviewed the violation report and at this time nothing will be escalated to the attorney however the uncured violations will continue to receive letters and fines.

OTHER BUSINESS:

The following items were discussed:

- Mrs. Brandyberg discussed the need to get a count of mailboxes that require cleaning and pedal stool repainting. The board stated they will make an inventory list so CM Jessica can obtain an accurate quote.
- The board reviewed with Rachel from Aquatic Advisors last year's pool season's concerns and issues. Protocols were put in place to ensure the 2026 pool season is smooth.
- After reviewing the attendance log for the pool during the pool season the board requested Rachel to remove the additional guard in contract. The board still will require 4 guards during the July 4th event. Rachel will make the needed adjustments and send a new proposal over.
- The 2026 events were discussed as well as the eblast scheduled proposed by Jennifer who handles the Windsong official website.
 - Board meetings will remain on the 3rd Tuesday of each month, however there will not be a December meeting due to the holidays.
 - Pool Registration and Kick Off 3/21/26
 - Easter Event 4/4/26
 - Annual Meeting 5/19/26
 - Garage Sale TBD
 - 4th of July Parade and Pool Party 7/4/26
 - National Night Out 10/6/2026
 - Cookies with Santa 12/19/2026

CLOSE OF EXECUTIVE SESSION

With no other business to discuss, the Board closed the Executive Session at 7:27 p.m. and Director Gomez called the Open Session to order at 7:32 p.m.

MEETING MINUTE APPROVAL

Meeting minutes for November 2025 were unanimously approved.

RATIFICATION OF ACTIONS TAKEN OUTSIDE OF A MEETING

There were no items to ratify at this.

Financial Report

Mrs. Brandyberg reviewed the financial packet from December 2025 with the board and community. The board unanimously approved to clear out the Due from operating line in the amount of \$123,443.96. This will be completed and reflected on the January financial packet.

BUSINESS

- The board reviewed the quote from Eagle Landscaping in the amount of \$2,250. This quote will be to install 2 new sprinkler zones inside grass area of the parking lot. This quote also includes adjusting the irrigation heads in the clubhouse area where the drainage work was

recently completed. The board unanimously approved this quote.

HOMEOWNER FORUM

Homeowners' presents were given the opportunity to present discussion items with the Board and the following were discussed:

- Homeowners asked if the board has investigated different trash services, indicating an interest in exploring alternative options for trash collection within the community.
- Homeowners mentioned the need to fix mailboxes, addressing any maintenance or repair issues that have been identified. - CM Jessica will obtain quotes once the board provides a number of units to include.
- Homeowners asked questions about why it takes some people so long to pay for their trash assessments, seeking clarification on the payment process and any potential delays. - The homeowners were directed to Best Trash for any trash related questions.
- Homeowners present discussed the possibility of installing speed bumps on certain streets to improve safety and reduce speeding in the community. - CM Jessica will obtain a budgetary quote before starting the process with Harris County for approval.
- Homeowners mentioned concerns about mud and water buildup on the curb, which is not draining properly, and emphasized the need to address this issue to prevent further problems.

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 8:20p.m.

Windsong Association, Inc.

Spectrum Association Management

Date

Date