

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 November 18, 2025, 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 (Community Manager – CM)

Homeowners:

There were 4 homeowners present in person and 0 on Teams for the open session.

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 6:05 p.m. by Director Gomez.

EXECUTIVE SESSION

The Board reviewed items in the executive session related to Deed restrictions, aging report review, legal request, review homeowner requests, and homeowner hearing requests.

Aging Report: Currently none that require board action.

Homeowner Request:

- Account 721***** request a waiver in the amount of \$250.00. The board unanimously denied the waiver. The homeowner will be notified via email.
- Account 721***** requested a waiver in the amount of \$110.00. The board unanimously

approved to only waive \$55.00. This will be applied to the HOA account.

- Account 721***** the board unanimously approved to give the homeowner until February 2026 to plant the new tree. The homeowner will be notified via email.

Violation Report: The board did review the violation list and at this time the board approved unanimously to hold off on escalating accounts until after the holidays.

OTHER BUSINESS:

The following items were discussed:

- Mrs. Brandyberg will discuss with Jose the forced maintenance fee and ask if this can be lowered.
- The board discussed saving money on community events.
- Mrs. Brandyberg will arrange Rachel from Aquatic Advisors to come to the January Executive session to further discuss pool season.
- The board will review all homes with missing tree violations in January and Director Torres will look into getting a discount for Arbor Day to help homeowners have access to affordable trees.

CLOSE OF EXECUTIVE SESSION

With no other business to discuss, the Board closed the Executive Session at 6:57 p.m. and Director Gomez called the Open Session to order at 7:34 p.m.

MEETING MINUTE APPROVAL

Meeting minutes for October 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 October 2025 with the board and community. There were no questions at this time.

BUSINESS

- The board unanimously approved the move the trash assessment from billing through the HOA to direct billing from Best Trash to the homeowners starting January 2026. Director Dixit was not present however he did provide an email he too was in agreeance with this change.
- The board unanimously approved to suspend the MUD contract for 2026. Director Dixit was not present however he did provide an email he too was in agreeance with this change.
- The board unanimously approved to discontinue virtual meeting options starting January 2026 due to lack of homeowners joining the meeting virtually.

HOMEOWNER FORUM

Homeowners' presents were given the opportunity to present discussion items with the Board and the following were discussed: Future Social Events/Community Events.

- o Homeowners asks for clarity regarding certain violations, and how specific the violation letter is.
- o Homeowners seem enthusiastic to support possible Arbor day community tree planting initiative.
- o Homeowner mentions handicap parking spot at clubhouse is difficult to use, as it is too narrow.
- o Homeowners present thanked the board for their hard work and dedication to the community.

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 8:29 p.m.

Approved 1/20/26

← sign board member

Windsong Association, Inc.

1.20.24
Date

Spectrum Association Management

1.20.24
Date