

MINUTES OF AN ANNUAL MEETING OF THE MEMBERSHIP
Windsong Community Improvement Association
May 16th, 2023

The membership of Windsong Community Improvement Association, Inc., met in an Annual Meeting on May 16th, 2023 located at the community clubhouse at 18150 Holly Forest Dr., Houston, TX 77084 as well as via Zoom pursuant to notice duly given in accordance with the law.

- I. **General Session Call to Order**-The meeting was called to order at 7:30pm by Board President Rick Gomez. Due to the initial quorum of 10% not being met the meeting was adjourned at 7:30pm and recalled at 7:31pm. The meeting quorum at the time was reduced by 50% in accordance with the Association documents however quorum was not achieved so the meeting was adjourned again at 7:31pm and recalled again with another quorum reduction of 50%. With quorum having been reached with 28 Owners present in person and via proxy, the meeting was officially called to order at 7:33pm.
 - a. In attendance
 - i. Board of Directors- Rick Gomez, Hector Montes and Justine Squillace. Absent with apologies was Director Bijay Dixit.
 - ii. Managing Agent – Jennifer Roberson with Spectrum Association Management
- II. **Introductions** -General introductions were made for the Board of Directors as well as Spectrum including an overview of the Association website, WindsongInsider.com as well as the Spectrum site and app.
- III. **Previous Annual Meeting Minutes**-The Board of Directors and the membership were presented with a copy of the Annual meeting minutes for the 2022 Annual meeting. Director Gomez made a motion to approve the minutes as presented, Director Montes seconded the motion, and the minutes were unanimously approved and adopted as an official record of the Association.
- IV. **Financial Review**- Spectrum provided a review of the Associations financial standing as of April 30th, 2023 including a breakdown of bank balances, a 2022 vs. 2023 collection comparison, a chart summary for expenses for 2023 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. The Board discussed key accomplishments and projects from the past year as well.

- V. **Board Election & Results** – Spectrum advised the membership that there were 2 seats up for election this year as well as 1 vacant seat due to the resignation of Director Trenta. No additional candidates were submitted during the solicitation process prior to the calling of the annual meeting aside from the incumbent candidates and so it was announced Directors Gomez and Squillace would reprise their roles on the Board for new 3-year terms.

The membership was advised that the remaining vacated seat was still open in the event any member was interested in submitting their candidacy for Board consideration and appointment.

- VI. Homeowner Forum** - The floor was opened for the membership to submit questions or make comments before the Board. General topics discussed included discussion on the FLOCK cameras and security in the community, community developments outside of the neighborhood, and renter information, rates, etc..

- VII. Adjournment of General Session-** With no further business, the 2023 Annual Meeting of the Membership was adjourned at 8:50 pm.

President, Windsong CIA

Secretary, Windsong CIA

Spectrum, Managing Agent

Date