

# Windsong Community Improvement Association, Inc.

A Texas Non-Profit Corporation

## Board Meeting Minutes

August 15, 2023

**LOCATION:** 18150 Holly Forest Drive / Clubhouse

### EXECUTIVE SESSION

A quorum of Board members was announced by Jonathan Taylor and the meeting was called to order at 6:36 p.m.

### IN ATTENDANCE

**Representing the Board Members of the Windsong Community Improvement Association were the following people:**

- Rick Gomez
- Justine Squillace
- Chris Baxter

**Representing Spectrum Association Management were the following people:**

- Jonathan Taylor (Community Manager)
- Jennifer Roberson (Director of Client Relations)

### EXECUTIVE MEETING AGENDA ITEMS

- The Board of Directors reviewed the current Violation List and approved the following 12 accounts to go to Legal for Deed Restriction Violations:
  - [REDACTED] miscellaneous items on lot
  - [REDACTED] miscellaneous items on lot
  - [REDACTED] mildew
  - [REDACTED] repair and paint damaged post on porch
  - [REDACTED] repair damaged garage door
  - [REDACTED] repair and paint damaged wood on front post
  - [REDACTED] mildew
  - [REDACTED] miscellaneous items on lot
  - [REDACTED] trash and debris on property
  - [REDACTED] damaged fence
  - [REDACTED] mildew
  - [REDACTED] damaged soffits on the house
- The Board of Directors also reviewed and approved the following 4 accounts for force maintenance:
  - [REDACTED] remove grass & weeds in flower bed
  - [REDACTED] edging all areas of the lawn
  - [REDACTED] cut low hanging branches over street & sidewalk
  - [REDACTED] edging all areas of the lawn

Director Gomez made the motion, Director Squillace seconded, with all in favor the motion carries.
- The Board of Directors reviewed the current Aging Report and approved the following 14 accounts to go to Legal for Non-Payment of Assessments: [REDACTED], [REDACTED], [REDACTED], [REDACTED],

[REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED].

Director Gomez made the motion, Director Squillace seconded, with all in favor, the motion carries.

- The Board reviewed 1 legal request from the Associations attorney, account [REDACTED], with an email request to proceed with lawsuit. Mr. Taylor informed the Board that the email authorization to proceed with the lawsuit was sent.
- The Board discussed adding Director Justine Squillace as an authorized signor on the Associations Operating and Reserve Bank Accounts. Director Gomez made the motion, Director Baxter seconded, with all in favor, the motion carries.
- The Board discussed the ongoing challenge with pool reservations and closing off the pool to homeowners when a party is taking place. The expectation is that the pool is not to be closed to homeowner access while there is a party. Director Gomez has addressed this thru email to and phone call to Aquatic Advisors.
- The Board discussed options for trash billing to the community. The conversation regarded the cost, frequency, and method of billing. Mr. Taylor and Mrs. Roberson informed the Board that any E-Statement would involve getting the approval of 100% of the community members. It was also discussed about a possible transition to quarterly billing to minimize the mailing costs.
- With no further business, the Executive Session adjourned at 7:27p.m.

**OPEN SESSION**

The Open Session was called to order at 7:36p.m.

**In Attendance:**

- 10 Homeowners in Attendance

**Introductions:**

The Board and Spectrum Representatives were introduced to the Homeowners in attendance. The introduction of Director Christopher Baxter who is now serving on the Board of Directors.

**APPROVAL OF MINUTES**

The July 18,2023 meeting minutes were reviewed. Director Squillace made the motion to approve, Director Baxter seconded, with all in favor, the motion carries.

**SUMMATION OF EXECUTIVE SESSION & ACTIONS BETWEEN MEETINGS**

Mr. Taylor discussed the approval of 12 accounts with Deed Restriction Violations to proceed to the Association’s Attorney and 4 accounts approved for forced maintenance.

The approval of 14 accounts for non-payment of assessments to proceed to the Association’s Attorney were also presented.

The approval of adding Director Squillace as an authorized signer on the Association’s Bank accounts was presented. Director Gomez discussed the exploration of method and frequency of the monthly trash billing statements. Director Gomez also discussed the pool access challenges when reserved parties are taking place and updated Homeowners on the conversations had with Aquatic Advisors.

## STATE OF THE ASSOCIATION

**Financial Summary** - The Board reviewed the June 2023 financials. Mr. Taylor discussed the expense of the pool gate repair needed in June for \$2,529.75. Mr. Taylor highlighted the Association is underbudget year to date \$81,133.69.

**President's Report** – Director Gomez discussed comments that are being made on social media regarding the state of the Association and the work that the Board is doing for the community. Director Gomez spoke on the number of accounts approved to go to the Association's Attorney. Also discussed was the playground cleanliness and when the vendor was to come out and pressure wash the playground. Director Gomez addressed the challenge with pool access during parties and gate issues. Director Gomez discussed that \$90,000 of Reserve Funds were being transferred to Edward Jones with a return interest of 5.4%. Director Gomez encouraged Homeowners to send pictures of violations to the Board of Directors. Force Maintenance and the approval process was addressed.

## ASSOCIATION BUSINESS

Mr. Taylor presented the LED marquee signage project with a cost of \$54,000 to a formal vote on approval. Director Baxter made the motion to approve. Director Gomez seconded. With all in favor the motion carries.

The Board explored the possibility of increasing the frequency of pressure washing to the playground or on an as needed basis depending on the time of season birds are nesting above.

Mr. Taylor spoke on the status of 2 community mailbox replacements. The project invoice was received, and Mr. Taylor will take the payment to the post office directly.

Director Gomez gave an update regarding the electricity loss to the monument area off Barker Cypress where the gas station is being built. Mr. Taylor will be contacting Centerpoint to set up a date and time for the further inspection and work to be performed to repair the loss of power.

The motion was made by Director Squillace for the transfer of \$90,000 from the Pacific Premier Money Market Account to go to the Edward Jones Account. Director Baxter seconded. With all in favor, the motion carries.

Director Gomez announced Viktor and Courtney as new Spectrum teammates to Windsong and holding a meeting with the new ACC Coordinator and the Board.

## HOMEOWNER FORUM

- A Homeowner raised the possibility of adding a canopy over the playground at the pool in 2024.
- A Homeowner asked for the reason of updating the LED signs.
- A Homeowner had a question about the pool reservation process and the reason for the pool being closed on Mondays.
- A Homeowner had a question regarding the By-laws and what the process is for having a Board Member removed due to absenteeism.
- A Homeowner had a question regarding how meetings are posted and the desire to have a community newsletter again.
- A Homeowner had a concern regarding trash bags being placed out not contained in a trash can. The discussion was to have an e-blast sent out to address this.
- A Homeowner made a comment about a light being out at the tennis court, in which Director Gomez stated he would reset the timer.
- A Homeowner addressed the issue of trailers on the streets not hooked up to a vehicle. This raised the question of DCC&R's regarding this.

- A Homeowner commented on wanting to get the trailer and parking issues in the neighborhood addressed over an update to the LED signs.
- A Homeowner suggested setting up a petition to have the trailer parking issues in the community to be amended in the DCC&R's and needing 67% of the community to approve this. This petition would be drafted and homeowners in attendance stated they would garner the signatures needed.
- A Homeowner had a question about her trailer used for business which on occasion is on the street one night over a weekend and would this then be in violation.
- A Homeowner asked a question regarding the Spectrum policy on the violation process and how Spectrum staff determined what to violate. This homeowner offered to serve in an advisory capacity for the Board.
- A Homeowner asked about the possibility of having a Senior Discount on HOA dues.
- A Homeowner addressed a concern of having pool activities while active landscaping is taking place and blowing grass and debris in the pool area. The suggestion was made to have the landscaper either to have job complete before 10a.m. or change date to Mondays.
- A Homeowner gave praise to a lifeguard for excellent service.

**ADJOURNMENT**

With no further business the general session was adjourned at 8:42p.m.

Authorized Signer of the Windsong Community Improvement Association, Inc.	Community Manager, Spectrum, A.M. Jonathan Taylor	Date