

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS**  
**Windsong Community Improvement Association, Inc.**  
July 18th, 2023

Pursuant to Article VI, Section 1 of the Bylaws of the Windsong Community Improvement Association, Inc. a meeting of the Directors was duly called to order on Tuesday, July 18th located at 18150 Holly Forest Dr., Houston, TX 77084 and via Zoom.

**I. Call to Order at 6:30pm**

**a. In attendance**

- i. Board of Directors: Rick Gomez - President, Bijay Dixit Treasurer, Justine Squillace Secretary. Absent with apologies was Director Hector Montes
- ii. Managing Agent: Jennifer Roberson, Director of Client Relations and Jonathan Taylor – Community Manager
- iii. Homeowner: Chris Baxter (in person), no Zoom attendees were present

**b. Business:**

- i. Spectrum confirmed the open agenda item related to the Board appointment of a new member. Director Gomez motioned and was seconded by Director Dixit to appoint Chris Baxter to the board of directors. The motion carried unanimously and Chris Baxter was officially appointed to fill out the remaining term up to the 2025 annual meeting. Director Baxter was presented the Windsong Board Code of Conduct and completed for recordation.
- ii. The Board entered into a closed/executive session following the completion of the board appointment to conduct the following business:
  - 1. Review of the fully escalated violations list and unanimously approved to escalate the below 14 accounts to the attorney for further enforcement:

██████████	Clutter
██████████	Clutter
██████████	Paint House
██████████	Mildew
██████████	Clutter
██████████	Damaged Fence
██████████	Clutter
██████████████████	Vehicle Prohibited
██████████	Clutter
██████████	Vehicle Prohibited
██████████	Clutter
██████████	Mildew
██████████	Clutter
██████████	General Property Maintenance

- i. The Board discussed the plan for completing the bylaw amendment with the draft provided by RMWBH. The tentative plan will be to have the amendment in its final version and ready to approve by September.
- ii. The Board held discussion regarding completion of the LED marquee signage update to include 3 signs/screens at 2 locations (clubhouse and pool). Director Dixit reviewed the proposal matrix compiled of all four (4) vendors and applicable specs related to the project and after discussion, Director Gomez motioned to approve the project to be

completed by Ezzi Signs at a cost not to exceed \$54,000. Director Dixit seconded and the motion unanimously carried. Spectrum will contact Ezzi Signs to confirm proper vendor set-up for payment processing.

**II. Executive Session Adjourned** - at 7:28pm and entered back into the open session where a summary of all decisions made during the closed session and as outlined above were announced.

**III. Financial Review** – The Board met with Edward Jones to discuss future capital projects and assess how to use returns from the CD/MMA investment made February 2023. The Board reviewed the balance sheet as of June 30<sup>th</sup>, 2023 and held discussion on the current balance held in Pacific Premier considering the potential of rolling this into the existing Edward Jones MMA account. After discussing, Director Gomez motioned and was seconded by Director Dixit to move \$90,000 from the Pacific Premier account and put this into the existing Edward Jones MMA account. The motion unanimously carried.

The Board held discussion with a homeowner in attendance via Zoom to discuss the process and policies around deed restriction enforcement.

**IV. Next Meeting-** The next meeting will be on August 15th, 2023 as a regularly held exec and open (in person attendance option) for homeowners.

**V. Open Session Adjournment – at 8:18pm**

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President, Windsong CIA

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Spectrum Managing Agent

\_\_\_\_\_  
Secretary, Windsong CIA

\_\_\_\_\_  
Date

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7210218010	Clutter
7210318035	Clutter
7210318058	Paint House
7210318058	Mildew
7210618067	Clutter
7210705811	Damaged Fence
7210705811	Clutter
7210805422CSFR	Vehicle Prohibited
7210918102	Clutter
7211218002	Vehicle Prohibited
7211517923	Clutter
7212218130	Mildew
7212618147	Clutter
7213217919	General Property Maintenance

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