

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
Windsong Community Improvement Association, Inc.
June 19th, 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 Monday, June 19th located at 18150 Holly Forest Dr., Houston, TX 77084 and via Zoom.

I. Call to Order at 6:38pm

a. In attendance

- i. Board of Directors: Rick Gomez - President, Bijay Dixit – Treasurer, Justine Squillace – Secretary and Hector Montes – Director
- ii. Managing Agent: Jennifer Roberson, Director of Client Relations and Jonathan Taylor – Community Manager

b. Business:

- i. The Board immediately entered into a closed/executive session following the call of the meeting to conduct the following business:
 - 1. Review of the fully escalated violations list and unanimously approved to escalate the below 9 accounts to the attorney for further enforcement:

Account #
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- ii. The Board reviewed the updated fine policy drafted to remove the inclusion of a \$25 fine that had been inadvertently included in the policy. The Board confirmed their agreement with the process as outlined to include a courtesy notice (which could be emailed if the Owner has a registered email address on file), a 2nd warning notice which indicates the intent to assess a fine of \$100 if the violation occurs after another 10-day period and then recurring \$100 fines every 10-days (subject to the scheduled drive time) from there unless the Board approves to escalate to legal enforcement. With no other noted revisions the Board unanimously approved to adopt the revised policy. Spectrum will send the new policy for filing with the intent to implement the changes effective July 1.
- iii. The Board reviewed requests as submitted by Owners in the community and unanimously approved the following requests:

1. ██████████ – opted to uphold the requirement for a new tree to be installed for the front lawn tree that was removed due to storm damage
 2. ██████████ – Board agreed to hold candidate interviews to include new submission and would discuss deed restriction item with Owner at the time of his candidacy interview
- iv. The Board held discussion on general matters including:
- a. Review and approval to proceed with monument acid washing as submitted by Squeaky Clean Powerwashing totaling \$1028.
 - b. Approval to proceed with the irrigation repair proposal as presented by Vista Landscape totaling \$757. Work outlined in the estimate with an unknown final cost were not approved as the Board requested additional revisions and an onsite meeting to review the scope of work necessary.
 - c. Discussion on next steps for the marquee update previously considered. The Board agreed to meet with the vendor EZ Signs to further outline details needed in consideration of the project. Additional proposals will also be solicited for consideration due to the cost for the project.
 - d. 2024 budget season discussion –Spectrum inquired on high priority projects the Board would like to consider along with projects indicated in the reserve study for the upcoming fiscal year. The Board agreed to consider completing the pool slide revisions for 2024 which would be budgeted at the projected cost of \$75,000. No other capital projects were noted as needed per the reserve study or in discussion with the Board.
 - e. Discussion on projects slated for completion in 2023 including the currently in progress clubhouse painting project, powerwashing the tennis courts, replacement of damaged mailboxes, lighting repairs at the monuments and finally the marquee updates. The Board discussed the invoice received from USPS for replacing a damaged mailbox and approved to replace the cluster along with additional clusters located off of Parkshore that had been previously reported to the post office.
 - f. Discussion regarding the possibility and process for making amendments to the governing documents. Director Gomez requested the Board review the documents to identify any other areas which should be considered for amending so all items can be included in one petition in an effort to meet the requirement of obtaining 2/3 approval of the membership to make these changes. The Board will table discussion until the July meeting.

II. Executive Session Adjourned - at 7:56pm 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. Next Meeting- The next meeting will be on July 18th, 2023 in person for the Board’s closed session and via Zoom for the open session.

IV. Open Session Adjournment – at 7:59pm

President, Windsong CIA

Spectrum Managing Agent

Secretary, Windsong CIA

Date