

Westminster Wood

Minutes Westminster Wood Board of Directors Meeting

DATE OF MEETING: Monday, September 7, 2021

TIME OF MEETING: 6:44 P.M.

PLACE OF MEETING: Conference Call

Board Members in Attendance: Monique Colwell, Dionne West, Bruce VanKirk, Glenn Heydolph and Steve Stevens

Class A Members: Christine Bridges, Reid Bridges, Folusho Ogunfiditmi

AGENDA:

1. Approval of minutes of the previous meetings:
 - a. June 7, Approved Bruce VanKirk and 2nd by Steve Stevens
2. Discussion by Class A members: None
3. Secretary's Report: Do we want to change the cover of the Community Directory when we reprint the update. D. West, S. Stevens and G. Heydolph thought it was fine the way it was. Mr. Bridges suggested the Community Directory should be put online. D. West said that we have a community member's who do not want their information online. M. Colwell said that it would have to be a secured sight that only community members could see.
4. Treasurers Report: Glenn Heydolph has replaced Jonathan Grieco effective the end of August.
 - a. All annual dues have been collected from our community members.
 - b. June, July and August charges the same as prior month with the addition of the yearly tax bill.
5. ARB Report: S. Stevens
 - a. Have not contacted Dan & Chrisy Phillips regarding the request to remove a couple of trees.
 - b. Spoke with Scott Lewitt, he has the windows on property, he is waiting on a contractor to install. Steve explained again to Mr. Lewitt that he needs to put brick on the metal shed, Mr. Lewitt did not commit that he would do that.
 - c. Steve does not want to be the neighborhood police. He believes that we should look at a management company.

6. Landscape/Maintenance: G. Heydolph

- a. We have an invoice from LedScapes for repairs and replacement of lighting around the mailbox from July for \$620.00, There was no prior approval before work was done. We have a \$350.00 limit on charges without prior approval. Mr. Parker from LedScapes spoke with Dionne and was told they would discuss. D. West said the company knows better, they know what the rules are, he should not have done the work without permission. The board discussed how to handle the invoice, suggestions made were, only pay half, or pay for material and not labor. G. Heydolph will speak with Mr. Parker and update the board via email.

7. Maintenance Report

- a. B. VanKirk contacted the Deland city maintenance office regarding the condition of out street signs. The city acknowledged that they were responsible for the repair and maintenance of our signs. There has been some work on the street signs, D. West said she would walk the neighborhood to see if all of the signs have been repaired. If not she will contact the city.

8. Old Business – None

9. New Business – Looking at management companies. D. West, S. Stevens and M. Colwell have spoken to 3 different companies, Tri County Realty \$640.00, Askew Reality \$740.00 and PMI Management \$575.00. All three companies were very responses and offered similar services. PMI was the overall choice of the board because of cost, location, website, and financial management. They will all so take care of the landscape and maintenance issues and contracts. We will all so have the ability to use one of their conference rooms for board meetings. We are looking forward to having a professional company handle the day-to-day issues of managing the community, we no longer want to rely on the competency of volunteers. D. West, B. VanKirk and S. Stevens all agreed this was the way to go. We will need a community vote, Folusho wanted to know how would the cost of a management company would affect the yearly dues. Bruce thought we should bring a vote to the community at the Annual Meeting. Mr. Bridges wanting a clarify of who were the class B members, Class B members where the original developers of the community. Mr. Bridges feels that the board should relinquish its duties, we are ducking are responsibility by not having in-person Board Meetings.

- 10.Open Discussion: No discussion
- 11.Next Meeting November 1, 2021
- 12.Adjournment: 7:43 pm

We are continuing to practice social distancing, thus the November 1, 2021, meeting of the board will be held via a conference call. This is in compliance with article 617.303 (2), F.S.