

Windstone Community Association II Inc.
Board of Directors Meeting
December 6, 2022
Sugar Grove Fire Station

Call to Order: The meeting was called to order at 6:48 p.m. by President Vivian Porretto.

Board Present: Vivian Porretto President, Susan McKenna Secretary and Director Tim Dyer.

Owners Present: Troy and Janet Meeks, Mike Kalina, Peter Rives, Steven and Denise Boyd, Laura File, Sue Clementz and Jeff Jordan.

Approval of Agenda:

- On motion by Susan McKenna, second by Tim Dyer, the Board unanimously approved the agenda.

Approval of Board Meeting Minutes of September 13, 2022:

- On motion by Tim Dyer, seconded by Susan McKenna, the Board ratified the unanimously approved September 13th meeting minutes.

Treasurer's Report:

Financials: Sue Dyer:

Sue reported as of the end of November 30, 2022 we had \$101,549.63 in the Operating Fund and \$318,527.40 in the Reserve Fund. A question was asked by a homeowner about the balance of the Operating Fund once the monies from the 2023 budget Operating Funds were included. Sue answered, explaining the amount of this year's Operation Fund would change and money for the reserve would be withdrawn.

Approval of Financial Report:

- On motion by Susan McKenna, second by Tim Dyer, the Board unanimously approved the Financial Report.

Ratify Collection Accounts to Attorney: Vivian Porretto announced we had a 98.5% collection rate for assessments. We have 5 accounts active for collections through our attorney.

- On motion by Susan McKenna, seconded by Tim Dyer, the Board ratified the unanimously approved referral of accounts to the attorney for collection.

Approve Accountant's Invoice:

- On motion by Susan McKenna, second by Vivian Porretto, the Board unanimously approved an invoice for accounting services.

Approve Updated Collection Threshold: Tim Dyer explained changing the threshold amount for collections to +\$530.00. This is based on the increase in the base assessment. Amounts included in the calculations will include late fee, interest and any previous balance.

- On motion by Susan McKenna, second by Vivian Porretto, the Board unanimously approved the collection threshold.

Old Business:

- A. Update Tennis Court Construction:** Susan McKenna explained the unfortunate set of circumstances that have all played a factor in the delay of completion. The main delay being the strike of the International Union of Operating Engineers Local 150, which affected all local quarries. This severely limited asphalt availability. The other factor was the sudden and unseasonable drop in the nighttime temperatures. The contractor has completed all that could be done for the season and will resume the completion when the temperatures reach a required degree for the application of the final coating and striping.
- B. Update On Lake/Spillway Cleanup and Repair:** Tim Dyer gave a report about the final walkaround he and Susan had with Jason Snow of G. Snow and Sons, our contractor for the project. Large stone rip-rap has been installed at the base of the dam on the spillway side. Ledge rock was installed and present pieces were put back in place at various locations around the lake. A much needed step for safer access is in place at the Community Pier. Repairs have been made to existing piers at a minimum cost. It was noted that there will be additional gravel added to some of the ledge rock areas. The work performed met or exceeded our expectations and the final amount of the proposal was reduced. The Local Union 150 of Operating Engineers strike also affected the start and completion dates of this project.
- C. Enterprise Accounts Closed:** Vivian Porretto stated a final deposit was made to the Windstone Community Association Operating account from the Enterprise Bank accounts that were previously closed.

New Business:

- A. American Tree and Turf Lawn Maintenance Proposal:** Listed in the 2023 Budget @ \$37,110.00. Susan McKenna explained the increase was due to increases in the minimum wage and fuel costs. Great effort was made to obtain four (4) other proposals. The closest proposal was over \$23,890.00 higher.

Also noted was that one item, the pruning of trees, was removed from the American Tree and Turf proposal to keep the increase at a minimum. A thorough pruning was done last year.

- B. ABA Irrigation Proposal:** Listed at \$800.00. This includes \$500.00 (no increase over last year) inclusive of the RPZ backflow test and certification. \$300.00 has been allocated for the needed replacement of 12 sprinkler heads. Closest proposal last year was \$750.00 for service only.
- C. Kramer Tree Service Proposal:** Listed under Ground Maintenance at \$5,000.00 this also had no increase over last year.
- D. Environmental Aquatics Management Contract:** This is the final year of a three (3) year contract.
- E. Pizzo and Associates Contract:** This is the final year of a three (3) year stewardship contract.

DMRC Applications: Susan McKenna reported there were nine (9) DMRC applications from October-December. Eight (8) were approved and one (1) was canceled. It was reaffirmed to the membership that an application is absolutely required for any and all alterations and modifications to the exterior of a property. The only exclusions being for those without any structural or design change.

Violations: Tim Dyer reported there were twenty two (22) violations and six (6) fines in the last three months. He briefly explained the violation procedure. All complaints to the website are anonymous and it is important to include an email address. The Covenants Committee will verify, and with an email address listed on the form, be able to give notice on the status of the complaint.

Homeowner Forum: A homeowner at the meeting asked for clarification about the reserve money. Our accountant explained that once an audit is done, we will be better informed on the amount to be moved from the Operating Fund. Questions were also asked about funding for Capital Projects. It was made clear that funding for said projects are from the Reserve Funds and not the Operating Budget. Concern was expressed from another homeowner if the pricing of some of the projects had an effect on the Budget. It was explained these projects are more of a wish list and that the monies are not obligated to be spent. All Capital Project items were explained. Also noted was a new reserve study that will be forthcoming.

During the forum, another question was raised concerning the need for park benches. Susan McKenna informed the homeowners that some pines had been removed near the Windstone Lane tennis court and a bench and some landscaping would be a nice complement to the area. Also, after all the work that has been done around the lake, benches to sit and enjoy the area would be a great amenity. The need for the walking path has only been postponed because a scheduled meeting was missed by the landscaper. The first spring cut will include a new path.

Another homeowner questioned the aesthetics of the final work of the stone at the dam. They were assured this was what it should look like and necessary to prevent any further erosion. They said they observed, and were concerned about, young children using some of the stone to injure wildlife. It was recommended they call the authorities if such an occurrence happens again. With no further questions raised, the Board proceeded with approving the Budget.

2023 Budget Adoption:

- On motion by Susan McKenna and second by Vivian Porretto, the Board unanimously approved the Budget for 2023.

2023 Meeting Dates:

March 7th

June 6

September 12

December 5

- On motion by Susan McKenna second by Vivian Porretto, the Board unanimously approved the 2023 meeting dates.

Adjourn Meeting:

- On motion by Tim Dyer and second by Vivian Porretto the meeting was adjourned at 8:10 PM.

Respectfully submitted,

Susan McKenna
Secretary