



**Windstone Community Association II, Inc.  
Board of Directors Meeting  
December 16, 2025 @ 6:45 PM  
Sugar Grove Fire Station**

**Call to Order:** The meeting was called to order at 6:49 p.m. by Susan McKenna Treasurer.

**Board Present:** Susan McKenna Treasurer, Chris Ott Director, Michele Howley-Vento Director, Mark Short Director, Nikki Knous Director, Janet Meeks Secretary  
Vivian Porretto President was absent

**Owners Present:** Bill LaRocque, Bill Kelley, Troy Meeks, Michele Howley-Vento, Sue Dyer, Paul Sherwood, Aaron Jaquez, Keith Dodson

**Introduction of New Board Members:** Susan McKenna introduced new board members- Michele Howley-Vento, Nikki Knous, Janet Meeks, Chris Ott, Mark Short

**Message from the Treasurer-Amended Budget**

Susan McKenna explained that the budget sent to members on November 7, 2025 has been amended. Current budget is \$127,889. 00. Yearly homeowner's assessment will be \$480.00. Increase in cost allotted for Property Management Company. \$25,000 for a partial year. One proposal has been received. Seeking a second and third proposal. Administrative fees will be lowered with a management company. Reserve contribution is determined by the Reserve study.

Invoices will be mailed by the end of January 2026. Due March 1, 2026

**Homeowners Forum-Budget**

1. Homeowner questioned the cost to resurface the tennis court. Bid includes total removal of fence, regrading, new surface and replacement of fence. Homeowner agreed that cost for total replacement is reasonable. Tennis court is being used on a regular basis.
2. Homeowner questioned \$15,000 that was collected in 2024 and 2025 that was not used for management company. Shouldn't unused money be used to cover the cost of the Management

company and eliminate an increase in dues this year? Money from dues is in operating account. At the end of 2025 there was not a \$15,000 overage. Money budgeted for the management company was used to cover other expenses. Homeowner made a formal request to see the actual spending for the last year. Treasurer Susan McKenna should be able to produce this information sometime in January, after the holidays.

3. Homeowner asked if the accounting was done manually. QuickBooks is used. Questioned why the accounting information is not easily available if software is used.
4. Homeowner asked if we really need a property management company The board explained that a property management company will provide more services and quicker turnaround time for the homeowners. The current board will support the property management company services as volunteers.
5. Homeowner asked about the balance in the operating account. Why do we have extra money in the operating account. Susan explained that the auditing company suggested keeping a certain percentage of money collected in the operating account. The account cannot go down to zero. Homeowner also asked about the number of bids for projects. At least three bids- commercial, not family-owned companies.
6. Homeowner asked if any original homeowners were grandfathered in and pay less dues. No, all pay the same amount. Double lots pay double dues.
7. Homeowner asked about increase of \$8,000 for tree maintenance work. Increase is due to the pruning cost which occurs every two years. Budgeting amount is \$17,000. The bid is \$30,000 and difference will be covered by extra money in operating budget.

### **Approval of Board Meeting Minutes of September 23, 2025:**

On a motion by Michele Howley-Vento, second by Susan McKenna, the Board unanimously approved the September 23, 2025, meeting minutes.

### **Treasurer's Report:**

**Financials:** As of December 16, 2025, there was \$136,000 on deposit in the Operating Fund, \$88,149 on deposit in one of two Reserve Funds, and \$229,507.27 in second Reserve Fund at First Secure Bank.

### **Approval of Treasurer's Report:**

On motion by Michele Howley-Vento and a second by Mark Short, the Board unanimously approved the Financial Report.

### **Old Business:**

#### **Tennis Court:**

1. \$900 for tennis court cameras-solar wireless cameras
2. New locking system for Tennis Courts- residents are forcing gate open and/or using tape to cover the latch and bypass the system-open to suggestions for new locking system.

### **New Business:**

1. Approve 2026 Meeting dates and times.

March 3, June 2, September 1, December 1, 2026 starting at 6:45 pm

On a motion by Nikki Knous and second by Susan McKenna the motion was unanimously approved.

### **Approval of Agenda:**

On motion by Susan McKenna, second by Mark Short, the Board unanimously approved the agenda.

### **Other New Business:**

1. Board Communication Standards and Adoption of Board policy- adopt a formal policy requiring the use of Association email addresses for official board business, to be maintained as part of the Board's governing procedures

On a motion by Nikki Knous and second by Michele Howley-Vento the motion was unanimously approved.

2. Agenda and agenda notes be distributed to all directors at least forty-eight(48) hours prior to board meetings. . Secretary produces agenda with input from all board members
3. Attorney policy- all board members should have ability to communicate directly with the Association's legal counsel on HOA related members. Attorney requests one contact person for board business. Vivian Poretto is current contact person

Board agreed to continue Other New Business in Executive Session.

### **Ratify Approval of 2025 Contracts:**

1. Davey Tree Service \$30,000.00
2. U.S. Tennis Construction Company \$78,900.00

On a motion by Michele Howley-Vento and second by Chris Ott the motion was unanimously approved.

### **Approval of 2025 Contracts:**

1. ABA Irrigation \$525.00

On a motion by Susan McKenna and second by Mark Short the motion was unanimously approved.

## **Homeowner Forum:**

1. New Homeowner asked if the speed limit could be reduced to 25 mph. Another homeowner shared information about a speed study that has been completed and that police are in the process of reducing speed limit. Stop signs are needed in certain areas. Chris Ott explained that it is a long process. Homeowners are encouraged to attend Village meetings on the first and third Tuesday of each month at 6:00 pm. Village meetings are currently held at the Sugar Grove library
2. New Homeowner asked about sheds. Currently sheds are not allowed. Covenants would have to be changed to allow sheds. Process requires 75% of homeowners to agree to change. Plans to attach shed to home would require approval through the DMRC.
3. Homeowner informed Board that people are parking across sidewalk. Not ADA compliant. Parking concerns are not in the jurisdiction of the HOA.
4. Homeowner requested that names be removed from meeting minutes. He was incorrectly mentioned by name in minutes from a previous meeting. Board will use the term Homeowner on meeting minutes.
5. Homeowner asked about lake issues. Susan explained events and steps that were taken to resolve the issues. Issues were resolved immediately. Signs were posted around lake, and notifications were sent to Homeowners.

### **Recess to Executive Session Closed Session:**

On motion by Susan McKenna and seconded by Janet Meeks the meeting was adjourned to executive session at 8:50 PM to reconvene if necessary

Respectfully submitted,  
Janet Meeks  
Secretary