

# WYNDEMERE HOMEOWNERS ASSOCIATION, INC.

## Board of Governors Meeting October 15, 2019 Minutes

A meeting of the Board of Governors was held in the Multi-Purpose Room of the Tiebreaker at Wyndemere Country Club. The meeting was properly noticed.

### CALL TO ORDER

President John Paulus called the meeting to order at 3:00 p.m. A quorum was present.

### GOVERNORS PRESENT

John Paulus, President	Daniel Hess
Michael Bach, Vice President	Sandra Kent
Paul Chrestensen, Treasurer	Lester LaBov
Marilyn Kacy, Secretary	Catherine Smith (by phone)
Ron Coleman (by phone)	James Stanley
Cynthia Haas	Larry Stone
John Henderson (by phone)	

### ALSO PRESENT

William Lestage, President of Amblewood  
Heather Goodwin, WHOA Executive Director

### APPROVAL OF MINUTES

**MOTION by Mr. LaBov to approve the minutes of the May 7, 2019 Board of Governors meeting. Second by Mrs. Kacy. MOTION PASSED 13-0.**

### PRESIDENT'S REPORT

**Resolution of the Landscape Committee Establishing Policy Regarding Care & Maintenance of the Brick Paver Walkways:** Mr. Paulus reviewed this policy, which was adopted unanimously by the Board of Governors on October 19, 2011.

**Tree Removal Policy & Tree Replacement:** Discussion on the current tree removal policy, which allows the ARC to approve removal of trees that are causing structural damage to the home, utilities, etc.; lifting of driveways is not considered to be structural damage. Discussion on possibly changing the policy. Consensus was to have the ARC continue to review tree removal requests on an individual basis and make decisions about replacement.

**Waste Collection/Trailer/Storage Receptacle Policy – Interior Construction:** Discussion on amendment to Article VI Section 3 A. of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions that went into effect January 15, 2019. Suggestion made to change the language in the last sentence from “during interior construction” to “during construction”. Suggestion also made to stipulate ARC approval is for 30 days and if the dumpster is required for a longer period of time, residents would have to

resubmit an ARC request. Recommendation by Mr. Henderson to send the amendment to the ARC for proposed revisions.

**WHOA Personnel Changes:** Mr. Paulus explained an upcoming change in WHOA's Accounting Department. Comptroller Suzanne Gephart has given her one-year notice of retirement. She will be "stepping down" from her current position effective January 1, 2020. She will then assume the duties of Assistant Comptroller and train Beata Plaskocinska as the new Comptroller through September 30, 2020 as needed. She will continue in the role of Assistant Comptroller until she is ready to retire and will also train her replacement.

Mr. Paulus noted that Maintenance Supervisor Chris Christensen has expressed his intention to stay on for another five years. There is no plan to move forward with filling the Assistant Maintenance Supervisor position at this time. This will most likely be revisited one year before Chris retires. This past summer, WHOA had a temporary employee shadow Chris for three weeks, and she put together a Maintenance Manual with instructions for routine procedures, the schedule for regular and preventative maintenance, and maps showing the locations of important systems.

#### EXECUTIVE DIRECTOR'S REPORT

**South Wall Painting Project:** Upon review of the warranty paperwork, we learned that the contractor used a paint with a 7-year warranty instead of a 10-year warranty, which was specified in our contract. They will be returning to apply a second finish coat using the correct paint at their expense. Heather Goodwin will work with the Mahogany Bend Board to coordinate this with the residents.

**Valley Gutters & WHOA Parking Lot:** A surveyor has measured the elevations of the valley gutters in Amblewood, Pond Apple and Rosemeade to see where drainage improvements can be made. A civil engineer is currently preparing the scope of work so the project can be put out for bid. The same engineer has completed preliminary work to determine our options for expanding the WHOA parking lot and improving its drainage. He is preparing an initial drawing for the Facilities and Planning Committee's review.

**Speeding:** The average recorded speed from February 1, 2019 through October 10, 2019 was 23 mph. During this period, the Traffic Hawk was deployed 35 times for a total of 64.75 hours.

**WHOA Personnel Change:** Our Administrative Specialist, Marjorie Cole, has left to pursue other opportunities. Patty Scherry has joined our team as her successor. Patty relocated to Naples this summer and has 16 years of experience in this type of role, most recently with a third-party administrator of 401(k) and pension plans.

**New WHOA Website:** Our current website provider is upgrading to a new platform. Over the past several months, Marjorie Cole worked with an implementation coordinator to build our new website and did an excellent job. We are finalizing some of the features and tentatively plan to launch it at the end of November.

#### TREASURER'S REPORT

Mr. Chrestensen gave an overview of the financial reports. Our current net income loss for the Operating fund is \$27,000, and we anticipate ending the year with a \$28,000 deficit vs. the budgeted deficit of \$23,700. The management contract in place with all the neighborhoods is currently under review by legal counsel to be updated. Mr. Chrestensen presented the Finance Committee's recommendation to include contingencies totaling \$60,864 in the 2020 Operating budget. The goal is to build the combined total balance of the Operating and Reserve funds to \$1,000,000 over the next 5 years in the event of a catastrophe. The cost would be an additional \$24 per home per quarter. Wage inflation will also have an impact on the 2020 Operating budget.

**MOTION by Mr. Henderson to include contingencies totaling \$60,864 in the 2020 Operating budget. Second by Mr. LaBov. MOTION PASSED 13-0.**

Discussion on the Club's increases in assessments vs. WHOA's. It was noted that new residents benefit from all WHOA's amenities when they join the Club. Discussion on WHOA charging new residents a capital assessment fee or approaching the Club about receiving a percentage of theirs. We will have WHOA's attorney look at these options. Mr. Chrestensen recommended benchmarking with other clubs and volunteered to spearhead this effort.

#### COMMITTEE REPORTS

##### **Landscape – Dr. Coleman, Chair**

Heather Goodwin gave a brief overview of recent landscape items on behalf of Dr. Coleman.

- **East Wall:** Ray's Lawn has completed a beautiful landscape project adding shrubs, palms and flowering trees along the East Wall.
- **Front Entrance:** A new rotation was installed at the front entrance for fall with red and yellow coleus and dwarf allamanda.
- **Java Plum/Tree Trimming:** Bushwood Tree Company performed a thorough trimming of the Java Plums prior to the repair of the hurricane damaged East Wall. They also trimmed the entry palms at the end of September in preparation for the holiday lights.
- **Labyrinth:** Ray's Lawn has reworked the coquina path in the labyrinth to smooth the surface.
- **Mulch:** Scheduled to be installed in WHOA's common areas late October.
- **Hanging Baskets:** Scheduled to be installed mid-December.

#### PROPOSED COMMITTEE CHANGES

Bylaws Committee – Michael Shea to replace William Confoy and also serve as Chair. Remove John Henderson

**MOTION by Mr. Hess to approve the proposed changes to the Bylaws Committee. Second by Mrs. Kent.**

**MOTION PASSED 13-0.**

#### TREE REMOVAL

Mr. Lestage signed up to speak about the recent removal of a tree in Ambledwood that was located on WHOA's right of way. His request to have WHOA pay for the removal had been denied, based on the Resolution of the Landscape Committee Establishing Policy Regarding Care and Maintenance of the Brick Paver Walkways adopted unanimously by the Board of Governors on October 19, 2011. Section 5 of the policy states "THAT the individual neighborhood associations will continue to be responsible for landscaping and maintenance from their building to the street curbing. Mr. Lestage felt that a precedent for WHOA to maintain this area had been set, as WHOA has been mowing the strip of grass behind Ambledwood on Wyndemere Way. He also noted that Ambledwood's Board had initially been informed that the tree was WHOA's and that WHOA was responsible for its removal. Mr. Lestage requested that the Board pay half of an invoice for \$2,800 for the removal of the tree. Discussion during which it was noted that the small strip of grass has been mowed by WHOA in error. It was also noted that it is standard practice for residents to maintain their property to the street curbing not only in Wyndemere but in other communities as well.

#### ADJOURNMENT

**MOTION to adjourn by Dr. Stone at 4:58 p.m. Second by Mr. Hess. MOTION PASSED 13-0.**