

WYNDEMERE HOMEOWNERS ASSOCIATION, INC.
Board of Governors Meeting
November 17, 2020
Minutes

A meeting of the Board of Governors was held in the Club Conference Room. Due to the coronavirus, several participants attended via audio/video conference. The meeting was properly noticed.

CALL TO ORDER

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

GOVERNORS PRESENT

Michael Bach, President	Sandra Kent
Paul Chrestensen, Vice President	Lester LaBov
John Paulus, Treasurer	Georgette LeBlanc (phone)
Marilyn Kacy, Secretary (phone)	Buzz Pelland
Roger Battistella	Catherine Smith
Ronald Coleman (phone)	Larry Stone
Cynthia Haas (phone)	Charles Weidenfeller (phone)
Dan Hess	

ALSO PRESENT

Ronald Drapeau, WCC President
Milton Haeger, Courtside Commons President (phone)
Heather Goodwin, WHOA Executive Director
Patty Scherry, Administrative Specialist

APPROVAL OF MEETING MINUTES

**MOTION by Mr. LaBov to approve the September 15, 2020 meeting minutes. Second by Mr. Chrestensen.
MOTION PASSED, Unanimous.**

CLUB PRESIDENT'S REPORT

Mr. Drapeau reported that the "Meet the Candidates" night was done virtually because of COVID. This had been delayed from the spring. The vote on the Facilities Master Plan was not delayed. The Facilities Master Plan meeting was scheduled and started when COVID began. There was a quorum and the vote had been started. The Board reached out to the attorney, who advised them that it was okay to proceed.

The annual report package is being assembled and will be delivered prior to the meeting. The annual meeting will be live and virtual. Communications Director Mark Neneman will be sending a link to join the meeting.

Mr. Drapeau said he has included a special shout out to WHOA for the excellent work and progress made at Cypress Commons, where the buildings were recently repainted a different color.

WHOA PRESIDENT'S REPORT

WHOA's Dual Role. Mr. Bach explained that WHOA has a dual role as the Master Association and a Community Management Firm. For the Master Association, WHOA handles the common areas and provides access control and privacy services. They also contract with third-party service providers for landscaping and other miscellaneous services. Each of the 16 sub-Associations has the option to hire outside contractors for services and even contract with an outside management company if they desire. Presently WHOA is handling both roles and doing an excellent

job at this. As the Community Management Firm for the sub-Associations, WHOA handles the financial management, general administration, and insurance and assists the Boards with policy matters and Requests for Proposals (RFPs) when necessary.

Management Agreement – The agreement was last updated in 2001, and Florida Statutes and some of the services provided have since changed. It is necessary that we update the agreement. The fees are not changing, everything remains the same in that area. The new contract would be effective January 1, 2021.

Changes to Section 5(L) will be:

- Section will be titled PROJECTS.
- The entire first paragraph will be removed.
- In the second paragraph, the first sentence will be removed, and the paragraph will begin with “For projects, Management shall, without limitation:”.
- In the second bullet item under this paragraph: the word “Coordinate” will be removed and replaced with “Assist the Association with coordinating”.

The new agreement would limit the number of meetings that Management is required to attend to 12 per year, including the annual meeting. Attendance at all meetings would be between the hours of 8:00 AM and 4:00 PM, Monday through Friday, with the exception of annual meetings which may occur outside of normal business hours. In February, Management would not be required to attend any meetings other than the annual meetings. A flat fee of \$150 per additional meeting would be charged if the Association requires the attendance of Management in excess of the number of required meetings. This fee was agreed upon by all. Discussion on placing a 2-hour time limit on Management’s attendance at meetings, with the exception of annual meetings. This was not agreed upon.

Discussion on role of a Project Manager vs. a Community Association Manager (CAM). Mr. Bach indicated that a CAM is not trained on being a project manager. Multiple governors spoke about our present CAM being overworked. They noted that she is extremely knowledgeable and felt that she would notify the community if a project was beyond her scope of expertise. Mr. Bach indicated that the proposed 2021 budget included funds for a part-time Assistant CAM to alleviate some of our present CAM’s workload. Discussion on increasing the proposed budget by \$30,000 to cover the cost of a full-time Assistant CAM. All were in agreement.

MOTION by Mr. LaBov to approve the new management agreement as amended. Second by Mr. Chrestensen. MOTION PASSED, Unanimous.

Flags – A discussion ensued about a political flag that is being displayed outside a home in Wyndemere. According to Collier County, political flags fall under their Temporary Signs Ordinance 5.04.06B.6.c. and are required to be taken down seven days after an election. We can contact Code Enforcement to file a complaint and they will come out, inspect the flag at the residence, and discuss the issue with us in further detail.

Discussion about signs and flags. The Board would like to eliminate all political signs and flags in Wyndemere. Ms. Goodwin will reach out to the attorney to have a proposed amendment drafted.

EXECUTIVE DIRECTOR’S REPORT

Painting – 3 Buildings – The Gatehouse, WHOA Office building and Maintenance building were all repainted this fall.

LED Lights – Maintenance has installed LED lights in the following locations: Glen Meadow, Estates, Edgewood, Coco Plum, Water Oaks, Grasmere, Glendevon, Mahogany Run, Mahogany Bend from 199 to 148 EWS, the S Curve and the front entrance. Next will be installing them in Pond Apple, on Wyndemere Way from the Gatehouse to just past the

Club, and along the remaining section of Edgemere Way South. Rosemeade and Amblewood will be done last. Some of the lights in Wyndemere are 480V, and these will be converted to 240V.

West Wall – Due to structural damage, the repainting project has been deferred until 2021.

TREASURER'S REPORT

Mr. Paulus presented a financial report. We are \$10,000 over budget for expenditures, which is projected to be absorbed by the end of the year. The proposed 2021 Operating Budget reflects a 7.6% increase over 2020 actual expenditures. This increase is due primarily to a one-time PTO event and an increase in starting wage for Privacy Officers. Discussion on increasing the quarterly fees by a total of \$24 for the 2021 Operating Budget, in part to cover the cost of a full-time Assistant CAM. **MOTION by Mr. Chrestensen to approve the 2021 Operating Budget with a \$24 increase per quarter per home. Second by Dr. Stone. MOTION PASSED, Unanimous.**

Regarding the 2021 Capital/Replacement Budget, we are budgeting for resurfacing and expanding the office parking lot and improving its drainage. The cost of the west wall project was increased due to structural damage. \$65,000 of the cost was included in the 2020 budget and will be deferred to 2021. The replacement fund income is \$262,000 for 2020 with budgeted expenditures of \$247,000. We have spent \$170,000. We anticipate that the combined total of the Operating Fund and Replacement Fund will be approximately \$914,000 at year-end 2020. We started the year at \$760,000. We anticipate the year-end total will be \$865,000 in 2021, making progress towards the one million dollar amount we are targeting to reach in five years. Going forward we are in a strong position. **MOTION to approve the Capital/Replacement Budget as presented made Mr. LaBov. Second by Dr. Coleman. MOTION PASSED, Unanimous.**

COMMITTEE REPORTS

ARC: Mr. LaBov brought up the issue of owners wanting to build on common land. The Master ARC initially took the position that you cannot build on property you do not own, as this might be a problem for resale down the road and create liability issues. Discussion on the Master ARC Committee making decisions on these types of requests based on the aesthetic aspects of the improvement only with the understanding that the Neighborhood Association will assume responsibility for any and all future issues, liabilities, litigation, or title disputes that may arise from allowing its Owners to build on or modify the Neighborhood Common Areas adjacent to the Lots, and that the Owner and the Neighborhood Association will be solely responsible for addressing and/or correcting any issues that may arise at the time of sale of the Lot. Discussion on proposed Board Resolution outlining this. **MOTION by Mr. LaBov to adopt the proposed Board Resolution regarding Improvements on Neighborhood Common Areas (copy attached). Second by Mr. Pelland. MOTION PASSED, Unanimous.** The Board also reviewed a letter regarding this that will be included with ARC approval letters for these types of requests going forward.

External Affairs: Mr. Confoy provided us with a detailed written update on the Naples Airport.

Facilities and Planning: Mr. Pelland gave a brief report. Installing a generator that could run the entire gatehouse, including the gates, following a major storm event is under consideration. It would be best to install the generator before repaving the WHOA office parking lot due to the need to run lines and possibly perform directional boring, etc. Working on getting hard numbers for the generator and when we do, we might amend the budget for this. There is additional cost for the west wall repair. We believe the wall was struck by lightning, causing additional structural damage. Also under consideration is paving the maintenance area when the area around the upcoming Turf Center is paved. This should cost roughly \$32,000 to complete. Mrs. Kacy mentioned that there is a natural gas line on Livingston Road. This might save on the generator cost if we can hook up to the gas line. Mr. Chrestensen will look into this further.

ADJOURNMENT

MOTION by Mr. Paulus to adjourn at 5:00 p.m. Second by Mrs. Haas. MOTION PASSED, Unanimous.