

WYNDEMERE HOMEOWNERS ASSOCIATION, INC.
Special Board of Governors Meeting
December 15, 2023
Minutes

A special meeting of the Board of Governors was held in the Wyndemere Homeowners Conference room. The meeting was properly noticed.

CALL TO ORDER

President Anderson called the meeting to order at 2:05 p.m. A quorum was present.

GOVERNORS PRESENT

Robert Anderson, President	Morris Cooper (via Zoom)
Ronald Coleman, Vice President	Georgette LeBlanc (via Zoom)
Lloyd Wennlund, Secretary (via Zoom)	Scott McDonald (via Zoom)
Roger Battistella (via Zoom)	Elizabeth Murray (via Zoom)
Gregory Beresik (via Zoom)	David Nourse (via Zoom)

ALSO PRESENT

Heather Goodwin, Executive Director

WHOA STAFFING

Cassie Kigel was hired as Osi Germann’s successor and started on December 13, 2023. Natalie Artimez has been training with Osi for the past year and has been promoted to Community Association Manager (CAM). Effective January 1, 2024, Natalie will manage Estates, Glendevon, Mahogany Run, and Villages and Cassie will manage the remaining eleven associations in the portfolio. The goal is for Natalie to eventually take on three additional associations, and the Wyndemere portfolio will be split evenly between her and Cassie. This will help in terms of shared knowledge, workload, and coverage.

Our Assistance Maintenance Supervisor resigned, and we have hired Chris Crawford as a Maintenance Technician. He will assist with regular and preventative maintenance tasks throughout the community. We are also actively seeking an Irrigation Technician to help facilitate the transition to the new software monitoring system and to take the lead on irrigation maintenance and repairs. Long-time Maintenance employee Elme Annorat will be working part-time for six months out of the year, primarily to assist with watering the hanging baskets and maintaining the grounds.

Discussion on proposed agreement with Osi Germann to work as a consultant (independent contractor) for WHOA for the first six months of 2024 for 20 to 25 hours per week to train Cassie, provide support at the annual meetings, and help wrap up outstanding items. WHOA will be able to absorb a portion of her proposed wages in the budgeted administrative wages for 2024. We also budgeted for a \$6,000 surplus. With these figures factored in, at 20 hours per week we would have a deficit of \$25,800, and at 25 hours per week we would have a deficit of \$35,500 for 2024. **MOTION by Mr. Wennlund to approve the proposed agreement with Osi Germann, which will result in a deficit of \$25,800 to \$35,500 for 2024. Second by Mr. Beresik. MOTION CARRIED, Unanimous.**

Once the agreement with Osi has been signed, Heather Goodwin will send a letter to all Board Presidents to advise them of WHOA's staffing transitions.

ADJOURNMENT

MOTION by Mr. Beresik to adjourn at 2:21 p.m. Second by Mr. Wennlund. MOTION CARRIED, Unanimous.