

WEHOA ANNUAL MEMBERSHIP MEETING 10/30/21: DRAFT MINUTES

Attendees

Last Name	First Name & Additional	Street Address
Singh	Droop & Bebi	4424 Yachtmans Court
Caffery	Thomas	4406 Yachtmans Court
Diedrich	Steven	4574 Wheelhouse Court
Brown	Trevor	4568 Wheelhouse Court
Akinwolere	Olutooke (by PROXY)	4430 Yachtmans Court
Rodak	Tim (by PROXY)	4412 Yachtmans Court
Holzmeyer	Mike	4491 Yachtmans Court
Dobyns	Alice	4437 Yachtmans Court
Alvarez	Joseph & Chris	4485 Yachtmans Court
Dunaway	Diane	4407 Yachtmans Court

Agenda

1. Call to Order: (9:06 am)
 1. We do NOT have a quorum. 16 homeowners in attendance/ proxies are required for quorum; we had ten (10).
2. Approve 2020 Annual Meeting Minutes:
 1. Residents were advised that minutes are available on website; hard copy distributed to those attending the meeting.
 2. Move to approve (Caffery), 2nd (Brown)
 3. No discussion
 4. Approved unanimous
3. Report on Action Items from 2019 Annual Meeting:
 1. Treated wood fence around retention pond. Will budget money annually. Plan on doing every 3 years
 2. Repair Irrigation system—pump repair not planned
 3. Upgraded security camera system (April)
 4. Replaced security camera system (lightning strike July)
 5. Signage amendment added to Covenants & Restrictions
 6. Adding a renting amendment to Covenants and Restrictions (in process). Once draft language finalized, will have special meeting for all HOA members (January 2022) to discuss. Board will consider input from meeting and approve as necessary.
 7. Pressure washing wall and sidewalks. Last done in 2019. Will do as needed, most likely every 2-3 years
4. Updates
 1. Covenants & Restrictions (C&R)
 - Compliance Committee Activity (Tom Caffery)
 - Several violations reported to Board. If approved, Board authorizes a violation letter to be sent to property owner and given reasonable amount of time to correct.
 - If violation remains, meeting is scheduled with Compliance Committee.
 - In 2021, one resident had 2 violations. Both were corrected and no fines were issued.

- Several instances of expired plates. All corrected.
 - Warnings issued about several commercial vehicles and / or trailers. All corrected.
 - Another commercial trailer on YC was reported at meeting. Reported to be recurrent. Compliance Committee/ Caffery will review and advise.
 - Discussion: contractor vehicles often perked in roadway, obstructing line of sight. See parking guidelines in C&R
2. Signage Amendment added March 2021. All amendments and full C&R posted on website.
 3. Nuisance. See Section 14 in C&R. Several instances of unruly behavior reported; often resulting in Orange County SO being dispatched. **If you have any concerns and / or if there is a disturbance, call OC Sheriff (911) or the Non-Emergency Number (407) 836-4357 and also advise any of the WEHOA Board members.**
 - Our Covenants & Restrictions (the rules we all agreed to live by) has a section that we can use to enforce the rules by a violation process that includes fines as appropriate.
 - SECTION 14. Nuisance. *There shall be no improper or unlawful use of the Property and no use or behavior shall be allowed which will create a public or private nuisance, nor which shall unreasonably interfere with the quiet possession or enjoyment of a Lot, nor which becomes a source of annoyance to the Owners, or which will increase insurance rates.*
 - *All property shall be kept in a neat and attractive manner.*
 - *Please refer to current "Exterior Home Maintenance Inspection" form posted on website www.windwardestates-hoa.org for current guidelines.*
 - *The Lots shall be used in accordance with all federal, state, and local laws and ordinances.*
 - *No Owner shall use or permit a Lot to be used in any manner which would be unreasonably disturbing, detrimental or a nuisance to the occupant of another Lot or which would not be consistent with the maintenance of the highest standards for a first-class residential community, nor permit the premises to be used in a disorderly or unlawful way.*
 - *The use of each Lot shall be consistent with existing laws and the Governing Documents, and Occupants shall at all times conduct themselves in a peaceful and orderly manner.*
 - Discussion. The term "Improper" is vague. Better definition needed for Board use in considering violations. Alvarez (resident) volunteered to draft and forward to Board.
 4. Home Inspections to resume in 1Q 2022. Form/ checklist distributed at meeting, available on website
 - Need volunteers- Joseph and Chris Alvarez have volunteered. Thank you
 - First inspection: items noted, may or not be violations. Copy sent to homeowner within 1 week of inspection
 - 60 days later: 2nd inspection: items remaining will be noted and violations identified for Board consideration. Violation letter sent to homeowner. 60 days to correct
 5. 2021 Financial Report / 2022 Budget
2021
 - Started accepting credit card payments for dues. Will discontinue in 2022 as only 1 person utilizing. \$60 expense to HOA to have the capability. Plus \$6.33 on \$192.50 dues up charge to anyone using it
 - Discussion: can we look into using Zelle? Diedrich will discuss with SunTrust and advise
 - All dues paid-no one is behind on dues—First time ever!!
 - Planned / budgeted Expenses lower than budgeted: \$4941 under
 - Revenue is more than planned / budgeted expenses: \$5,336
 - Unplanned expenses: where we dipped into savings
 - Camera replacement July: Lightning strike: \$2,100
 - Pressure wash walls/ sidewalks: \$1,950
 - Legal expenses: signage and renter amendments to C&R: \$3,007

- Completed camera system upgrade in January. Budgeted for 2020.
6. 2022 Budget
- Dues remain at \$385/ year , 2 installments
 - Planned/ routine expenses less than revenue (+\$2066 positive var)
 - Discussion: HOA best practices need to balance the budget. Add “Contingency” line so expenses equal revenue if surplus
 - 2022 not routine -dip into savings
 - Wall repair \$6,300. Thank you to Joseph and Chris Alvarez for temporarily repairing wall. May require us to repair to sign; expense tbd.
 - Checking account balance as of 10/23/21 \$5,661
 - Savings account balance as of 10/23/21 \$18,861
 - Board guideline has been to attempt to have \$25,000 in savings
7. Architectural Review Board (ARB)
- Forms are on website. Hard copy x 2 required, signed by all three members of ARB
 - Applications take 7 -10 days once deemed complete. **Plan ahead.** Many are rush, i.e. “contractor coming tomorrow”. Most are incomplete. Sketches, drawings, color samples
 - Copy of plot plan showing dimensions, location of modifications relative to boundaries, hand drawn sketches ok if enough detail
 - Once approved by ARB- majority of board must approve.
 - Reminder: ARB must approve any exterior modification, front yard, back yard
 - No approval needed for replacing / repairing roof with asphalt shingles with current color and style used by others in Windward Estates. Metal or tile roofs must be approved.
 - Discussion:
 - Contractor signs often left after work is complete. Use Orange County guideline: Homeowner responsible to remove signs 10 days after work complete.
8. New Business/ What’s on your mind
- Parking: Better, but continues to be an issue that generates the most complaints received by Board. Windward Estates streets are narrow. There are many vehicles, children and pets in our neighborhood. Parking vehicles on the street detracts from the appearance of the neighborhood, poses traffic hazards, and is a potential obstacle to traffic and emergency vehicles. Please avoid parking in the street.
 - Parking in the street should be considered as a last resort. All garage spaces and driveway spaces should be utilized first.
 - Street parking in several locations has become especially problematic and generates frequent complaints. If at all possible, please refrain from parking in the street especially in these areas: Across from a neighbor's driveway, too close to mailboxes, too close to the entrance, i.e. the intersection of Landlubber Street and Wheelhouse Court or Yachtsmans Court.
 - Excessive speed. Seems to especially problematic on Yachtsman Court.
 - Reinforce parking and speed issues in dues notices (July and January)
 - Do we have a list preferred repair, plumbers, contractors, etc.? There is a list n the website, needs to be updated. Conway Community Facebook Group is a great resource.
 - Aircraft noise: seems to be getting worse. To contact the FAA Aviation Noise Ombudsman, please send an email to 9-awa-noiseombudsman@faa.gov or leave a voice mail at (202) 267-3521. These messages can be efficiently distributed to the appropriate subject matter experts to address your concern.
9. Board of Directors
- No quorum, no elections. Current Board will remain in place. Any vacancies may be filled by appointment.
 - Officer roles to be assigned at Board meeting immediately following Annual Membership Meeting (10/30/21).

2022 Board of Directors

- Trevor Brown 4568 Wheelhouse Court (386) 457-8611
- Bebi Singh 4424 Yachtsman Court (407) 382-1526
- Steve Diedrich 4574 Wheelhouse Court (407) 579-4975
- Tom Caffery 4406 Yachtsman Court (321) 297-7769
- VACANCY

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sdiedrich@cfl.rr.com
tgcaffery@aol.com

2022 Architectural Review Board:

- Roy Cunningham 4418 Yachtmans Court
- Joseph Alvarez 4485 Yachtmans Court
- Steve Diedrich (Board) 4574 Wheelhouse Court

Adjournment 10: 30 AM