

# WEHOA Annual Membership Meeting 2024: 10/27/24

## Draft Minutes

### Call to Order

- Proof of meeting: Announcement sent to all residents USPS on 9/20/24. Sign posted at entrance 10/13/24. Meeting held at Conway First Baptist Church.

### Attendance

- Diedrich, 4574 WC
- Brown, 4568 WC -- PROXY
- Caffery, 4406 YC
- Singh, 4424 YC
- Beavers, 4557 WC
- Strazi, 4562 WC
- Dunaway, 4407 YC

### Call to Order: 6:31 PM

- We DO NOT have a quorum. 16 homeowners in attendance/ proxies are required for quorum; we had seven (7). Cannot conduct elections.

### Approve 2023 Annual Meeting Minutes:

- Residents were advised in the meeting announcement mailed on 9/20/24 that minutes are available on the website: [www.windwardestates-hoa.org](http://www.windwardestates-hoa.org)
- Move to approve 2023 Membership Meeting Minutes (Diedrich), 2<sup>nd</sup> (Bebi Singh)
- Discussion: none
- Approved unanimously

### Introductions (Bebi Singh)

#### Welcome New residents

- Adam Weiss / Anamaria Gutierrez 4532 WC December 2023
- Rosa Mercado / Pedro Diaz 4443 YC December 2023
- Fredy Ajucum 4503 WC

### 2024 Activities (Bebi Singh)

- Repair wall along Conway due to 10/23 accident. \$18,240, WEHOA cost \$2,500 (insurance)
- Foreclosure on 4539 WC. Net proceeds \$4,096. All back dues (\$1279) and legal fees paid by previous owner. \$2,716 of the \$23,000+ WEHOA fines levied.
- Electrical repairs at entrance: Total cost \$1,636/ \$1,436 was NOT in budget
- Tree removal and arborist evaluation. Removed 12 trees along Gatlin wall. \$7,800

### Home Inspections (Steve Diedrich)

- Most homes are in good shape. Inspection done 8/18/24 by Pepe and Chris Alvarez (THANK YOU) reports were sent to all homes 10/20/24. Issues noted to be fixed by 11/18/24
- 2<sup>nd</sup> inspection December 1-5
- Items still outstanding to be corrected by 1/5/25

### Enforcement of Covenants & Restrictions/ Fining Committee (Tom Caffery)

- Commercial vehicle. Violation issued and resolved. No fine
- Inoperable vehicle. Violation issued and resolved. No fine
- Noise violation/ parties (2) in 2023. Fine imposed in 2024
- 4539 WC- 44 violations 10/2021 through 6/2023. Fines issued and resulted in forcing sale of house / new owners August 2024

## Financial Report and Proposed 2025 Budget (Steve Diedrich)

- Projected 2024 \$3,356 OVER budget
  - Repair wall along Conway due to 10/23 accident. \$18,240, WEHOA cost \$2,500 (insurance)
  - Foreclosure on 4539 WC. Net proceeds \$4,096. All back dues (\$1279) and legal fees paid by previous owner. \$2,716 of the \$23,000+ WEHOA fines levied. No out-of-pocket expenses to HOA.
  - Electrical repairs at entrance: Total cost \$1,636/ \$1,436 was NOT in budget
  - Tree removal and arborist evaluation. Removed 12 trees along Gatlin wall. \$7,800
  - Unpaid dues \$287, expect to be paid in January 2025
  - Insurance: we have not received invoice for 2024-2025 Budget 2024 \$3025 +15% over 2023.
  - Projected year end savings balance: \$1,300
- 2025 Proposed budget. See Attached.
  - Need to withdraw \$2,000 to \$3,000 from saving to meet 2024 expenses
  - Projects discussed at 2023 Membership Meeting. UNDER CONSIDERATION FOR 2025+-- no budget available for 2024
    - Pressure wash wall \$1,950 last done in 2021. Expect higher price
    - Paint wall \$12,920 last done in 2018. Expect higher price
    - Cut lawn/ trim along wall on Conway road. \$2,400 additional per year.  
Discussion: do not consider future budget. Contact County to maintain; Summer 2024 County did not maintain as expected.
- Need to raise dues from \$385 to \$420 (+\$35 +9.1%)
  - Draft budget sent in pre meeting materials includes this increase
  - BOD has authority to raise dues up to 10% (+\$38.50) without vote from membership
  - Dues last raised in 2008.
  - Main issue increases in Insurance—
    - 2023 \$3,025
    - 2024 (Est) \$3,500—probably higher. Projected 15% increase over 2023
    - 2025 budget \$4,025. Projecting 15% increase over 2024
  - Discussion: no concerns or objections raised
  - BOD Approved 2025 budget including dues increase. New dues \$420/ year (+\$35 from 2024. 2 installments \$210 January and July
- 2025 Budget approved as presented

## ARB Process (Steve Diedrich)

The Architectural Review Board (ARB) must approve **any exterior modification** to property, front or backyard. The requirement to get ARB/ Board approval for replacing / repairing roof with asphalt shingles with current color/ style or asphalt shingles of color / style used by others in Windward Estates was eliminated in 10/2018. Residents wishing to use a metal or tile roof will need to seek ARB/Board Approval

- a. Submit 2 **hard** copies of the form to Joe Alvarez
  - Forms and process can be found on website: [www.windwardestates-hoa.org](http://www.windwardestates-hoa.org)
- b. Complete entire form—many are submitted incomplete. Include dimensions and drawings as requested.
- c. Normal approval time including review by Board is 5 days. Please allow 2 weeks. At times the form is submitted at the last minute.

## New Business

- Amendments to Covenants and Restrictions. See Attachment 1. Board will be voting on these amendments at the Board Meeting immediately following Membership Meeting.
  - General discussion. No concerns expressed. Assure that homeowners along wall are aware of acceptance of responsibility for planting or construction within landscape buffer. Include in ARB document. Special mailing to homeowners impacted by this amendment.
    - Any plants, trees, improvements, or construction within the 5-foot landscape buffer area must be reviewed and approved in advance by the ARB and Board. Approval to plant or construct within the 5-foot buffer area, if granted, will be contingent on Owners' acceptance of responsibility for future damage to wall

caused by plants, trees, or other improvements. Attached as Exhibit "A" is a drawing to further clarify the location of the 5-foot buffer area and how it is measured in relation to the Wall.

- Any tree planted within 15 feet of the Wall along Gatlin Avenue must be approved in advance by the ARB and Board. The purpose of this approval is to ensure that the root structure will not negatively impact the Wall. The ARB and Board may require, depending on the type of tree to be planted, that the Owner submit a statement from a licensed arborist that the tree roots in the chosen location will not negatively impact the Wall in the future. The 15-foot area is measured from the outside of the Wall in the same manner as the 5-foot buffer area shown on Exhibit "A"
- Board will be voting on the amendments at the BOD meeting immediately following the Annual Membership Meeting. Meeting was announced and notice provided: Proof of meeting: Announcement sent to all residents USPS on 9/20/24.
- Trimming trees and bushes along Gatlin Wall. Recommended that this becomes the responsibility of the homeowner, rather than the HOA. Address through home inspections and / or contacting the homeowners to assure that sidewalk is not obstructed.

#### Election of officers

- Board of Directors: No quorum, no elections. The current Board will remain in place. Vacancies may be filled by appointment. **We have 3 vacancies — if you are interested in serving contact any board member.**
  - Current Directors and officers will continue in their current capacity for 2025.

#### 2024 - 2025 Board of Directors

President: Bebi Singh	4424 Yachtmans Court	(407) 808-7054	<a href="mailto:bsingh22@bellsouth.net">bsingh22@bellsouth.net</a>
VP: Tom Caffery	4406 Yachtmans Court	(321) 297-7769	<a href="mailto:tgcaffery@aol.com">tgcaffery@aol.com</a>
Treasurer: Steve Diedrich	4574 Wheelhouse Court	(407) 579-4975	<a href="mailto:sdiedrich@cfl.rr.com">sdiedrich@cfl.rr.com</a>
Secretary: Steve Diedrich	4574 Wheelhouse Court	(407) 579-4975	<a href="mailto:sdiedrich@cfl.rr.com">sdiedrich@cfl.rr.com</a>
Director: Trevor Brown	4568 Wheelhouse Court	(386) 457-8611	<a href="mailto:TSBrown816@aol.com">TSBrown816@aol.com</a>

#### 2024 - 2025 Architectural Review Board (appointed):

Roy Cunningham	4418 Yachtmans Court	(407) 382-6734	<a href="mailto:royrhondaco@aol.com">royrhondaco@aol.com</a>
Joseph Alvarez	4485 Yachtmans Court	(407) 492-8088	<a href="mailto:drp8217@yahoo.com">drp8217@yahoo.com</a>
Steve Diedrich	4574 Wheelhouse Court	(407) 579-4975	<a href="mailto:sdiedrich@cfl.rr.com">sdiedrich@cfl.rr.com</a>

#### 2024 - 2025 Fining Committee /Compliance Committee (appointed):

- Joseph Alvarez, 4485 Yachtmans Court, (407) 658-2930 [drp8217@yahoo.com](mailto:drp8217@yahoo.com)
- Mike Brady 4473 Yachtmans Court, (407) 765-5543 [mikebrady13@gmail.com](mailto:mikebrady13@gmail.com)
- Luis Torres, 4479 Yachtmans Court, (407) 758-9082 [Luis219@live.com](mailto:Luis219@live.com)
- Steve Nelson 4520 Wheelhouse Court, (407) 748-0343 [stephen.p.nelson@disney.com](mailto:stephen.p.nelson@disney.com)
- Donna Beavers 4557 Wheelhouse Court, (407) 719-5532 [djb604@gmail.com](mailto:djb604@gmail.com)

**Board Appointed Compliance Officer:** Tom Caffery 4406 Yachtmans Court (321) 297-7769, [tgcaffery@aol.com](mailto:tgcaffery@aol.com)

Board meeting to follow immediately Annual Membership Meeting. Previously announced. All residents invited to attend.

Meeting adjourned at 7:22 PM

Attachment 1: SUMMARY OF PROPOSED AMENDMENTS TO COVENANTS AND RESTRICTIONS (C&R)  
"THE RULES WE LIVE BY"

**1) Article V: Architectural Review Board (ARB)**

- a) Why Needed?
  - Recent changes to Florida Statutes require ARB guidelines to be consistent with and reflected in HOA C&R
- b) What?
  - Minor addition to the guidelines that have been in place since 2010
  - 3 paragraphs added to the C&R
- c) Discussion point (additions underlines, deletions crossed out)
  - Further, to the extent that this Declaration or the architectural guidelines do not specifically address a particular improvement, alteration, addition, or change, the ARB may deny the proposed improvement, alteration, addition, or change if inconsistent with an existing pattern or defacto unified building scheme of the community or contiguous lands thereto ~~the development plan formulated by the Board of Directors for the subject property or contiguous lands thereto.~~ Any denial by the ARB entitles the Owner to presentation to the full Board for further consideration.

**2) Article VI / Section 25: Greenbelt Area**

- a) Why?
  - To inform residents about 5-foot "landscape buffer" along wall along Gatlin Ave. HOA is responsible for maintaining landscape buffer.
  - Trees/ plants planted within landscape buffer caused significant damage to the wall in 2024, resulting in the need to remove 13 trees along wall at HOA expense (\$7,500)
  - Wall is now stabilized; no future repair is anticipated at this time.
    - (1) Repair to masonry wall is expensive (\$18,000 for 2024 repair along Conway due to vehicle crash).
- b) What?
  - 11 homes are impacted by the "landscape buffer" as described above : Wheelhouse Court 4503, 4509, 4515, 4521, 4527, 4533 and 4359 and Yachtmans Court 4479, 4485, 4491, and 4497.
  - Any plants, trees, improvements, or construction within the 5-foot landscape buffer area must be reviewed and approved in advance by the ARB and Board.
  - Any tree planted within 15 feet of the Wall along Gatlin Avenue must be approved in advance by the ARB and Board. The purpose of this approval is to ensure that the root structure will not negatively impact the Wall.
- c) Discussion points
  - Effective date: when these amendments are approved by the Board of Directors (10/27/24). Existing plants and/or structures in the landscape buffer are not included, i.e. grandfathered in.
  - Approval to plant or construct **within** the 5-foot buffer area, if granted, will be contingent on Owners' acceptance of responsibility for future damage to wall caused by plants, trees, or other improvements.
  - Any tree planted within 15 feet of wall must be approved by ARB and Board:
    - (1) The purpose of this approval is to ensure that the root structure will not negatively impact the Wall.
    - (2) The ARB and Board may require, depending on the type of tree to be planted, that the Owner submit a statement from a licensed arborist that the tree roots in the chosen location will not negatively impact the Wall in the future.

# WINDWARD ESTATES HOA LANDSCAPE BUFFER

Exhibit A

