

WINDWARD ESTATES HOA ANNUAL MEMBERSHIP MEETING DRAFT MINUTES

Proof of meeting: Announcement sent to all residents USPS postmarked on 10/2/25. Sign posted at entrance 10/27/25. Meeting held at Conway First Baptist Church, 4000 S. Conway Road.

Meeting called to order: 6:32 pm

Roll Call: Do we have a quorum? 16 homeowners must be present to have quorum. 14 in attendance. **No quorum**; unable to conduct elections.

- Diedrich, 4574 WC
- Brown, 4568 WC -- PROXY
- Caffery, 4406 YC
- Singh, 4424 YC
- Beavers, 4557 WC
- Strazi, 4562 WC
- Dunaway, 4407 YC
- Alvarez, 4485 YC
- Ajuccum, 4503 WC
- Simpson, 4502 WC
- Simpson, 4496 YC
- Nelson, 4502 WC
- Schipper, 4478 YC
- Cunningham, 4418 YC (PROXY)

Others in attendance: Joanne Burns Greene, 4442 YC

1. Introductions and welcome new residents: Bebi Singh
 - Welcome to Amy Schipper, 4478 YC. Moved in 11/1/25. Welcome to the neighborhood
2. Approve 2024 Annual Meeting Minutes: Bebi Singh
 - Posted on www.windwardestates-hoa.org >>>MEETINGS
 - Moved: Tom Caffery, Second: Bebi Singh. Approved as recorded: unanimous
3. Report on Action Items from 2024 Annual Meeting: Bebi Singh/ Tom Caffery
 - No action items were identified at 2024 Annual Meeting
 - Board met 5 times in 2025. All minutes are posted on website
 - Six (6) ARB applications were submitted to ARB and approved by ARB and Board. See Board minutes posted to website
 - Installation of solar panels will no longer require ARB/ Board approval., but ARB process must be followed and ARB / Board notified prior to installation
 - Repainting home using current color scheme does not require ARB/Board approval, as long as existing color scheme is used.
 - Wall was damaged by automobile accident in January 2025. Repair completed in September 2025 at no expense to HOA or our insurance.
 - Majority of drainage issues completed by County. Two (2) at entrance are in process, date of completion unknown at this time.
 - Thirteen (13) violation letters were sent. 10 dealt with outstanding issues from 2024 home inspections. All 13 were successfully resolved and did not require the Fining Committee to meet. All details are recorded in Board minutes posted to the website.

4. Updates:

- Home Inspections: Steve Diedrich / Joseph Alvarez
 - 2025 inspections have been completed; results will be sent to all homeowners with January 2026 dues notice.
 - Thank you, Joseph Alvarez.
- Paint and / or pressure wash perimeter wall
 - Wall along Gatlin was cleaned in September with bleach to remove mildew stains. Wall will require pressure washing in the future, but funds are not available at this time (approx. \$2200). Pressure washing last done in 2019.
- Small repair completed to fence surrounding retention pond. \$100.

5. 2025 Major Expenses / Financial Report and Proposed 2026 Budget: Steve Diedrich

- 2026 Proposed budget. Posted on www.windwardestates-hoa.org >>>MEETINGS
 - Year-end expenses estimated to be \$1675 UNDER BUDGET
 - \$1,140 to savings
 - Projected expenses for 2026 projected to be \$2,200 under dues income
 - Insurance actual 2024-2025 \$3,885. Cost for 2025-2026 have not been received, **budget assumes 15% increase for 2026 (\$4,468)**
- 2026 Annual Dues increase. +\$40/year. New dues \$460/ year: \$230 in January and July
- No concerns expressed.

6. ARB Review Process: Steve Diedrich, Joseph Alvarez

- Reminder: ARB must approve **any and all exterior modifications**, front yard, back yard
- Forms are on website www.windwardestates-hoa.org **Two (2) hard copies** must be submitted to the Board, signed by three members of ARB at least 6 weeks prior to work scheduled to begin.
- Due to changes to the 2024 Florida Statutes that govern HOAs, ARB applications will now take up to six (6) weeks to be reviewed and approved by the Board, once application is deemed complete. **Plan ahead.**
 - Previously we were able to get most applications approved within 5-7 days. Changes in Florida Statutes require a much more time-intensive and formal process.
 - Many requests are rushed, i.e., "my contactor is coming tomorrow".
 - Most are incomplete.
 - Follow directions on form.

7. New Business

- Parking discussion: All
 - Remind residents to park on 1 side of street. At time there is a problem during parties or garage sales. **Notice to go out with dues notice**
 - Remind residents to remove garbage cans within 24 hours of trash collections. Causes navigation hazard. Trash containers often left in driveway/ front of house. **Notice to go out with dues notice**
 - (from C&R) *Garbage and Trash Disposal. all containers shall be kept in the garage, 10 feet back from the front of the Living Unit, or behind a fence..... Trash and recycling containers may be placed on the street for pick up only after 5 PM the day prior to pick-up, and are to be returned to a location specified above by 12 midnight of pick-up day.*
- A request was submitted to consider speed bump. Excessive speed by residents, visitors and delivery drivers.
 - **Board will request traffic study from County**
- Many sidewalks are uneven and represent a tripping hazard. Residents are requested to contact County, and they will complete repair at no cost.

- Easiest way is to contact County by calling 3-1-1 or using Orange County 311 app (OCFL 311)
 - **Notice to go out with dues notice**
 - Noise issues. Orange County noise ordinance prohibits excessive noise after 10 pm.
 - Orange County: For residential properties, the sound level limit is generally 60 dB(A) during the day (7 a.m. to 10 p.m.) and 55 dB(A) during the night (10 p.m. to 7 a.m.)
 - Plainly audible standard: A more recent update includes a "plainly audible" standard, which means a noise is a violation if it can be clearly heard from a specific distance.
 - Daytime: 100 feet Nighttime: 50 feet
 - Enforcement: The Orange County Sheriff's Office responds to noise complaints, which can include disturbances from parties, construction, and other sources. – if noise is bothering you, discuss with offending homeowner and/ or call Orange County Non-Emergency Line 407.836.4357 (HELP)
 - **Notice to go out with dues notice**
 - Neighborhood Garage Sale: Delores Simpson 4502 WC volunteered to coordinate. **Notice to go out with dues notice**
8. New Board Members: Amy Schipper, 4478 YC has volunteered to join the Board. Thank you Amy! Board to consider appointment at Board Meeting immediately following Annual Meeting
9. Adjournment at 7:12 PM

A Board Meeting will immediately follow the Annual Membership Meeting. All homeowners are invited/ encouraged to stay. See agenda posted on www.windwardestates-hoa.org >>>MEETINGS

2025 - 2026 Board of Directors

President:	Bebi Singh	4424 Yachtsman Court	(407) 382-1526	bsingh22@bellsouth.net
Vice Pres:	Tom Caffery	4406 Yachtsman Court	(321) 297-7769	tgcaffery@aol.com
Treasurer:	Steve Diedrich	4574 Wheelhouse Court	(407) 579-4975	sdiedrich@cfl.rr.com
Secretary:	Steve Diedrich	4574 Wheelhouse Court	(407) 579-4975	sdiedrich@cfl.rr.com
Director:	Trevor Brown	4568 Wheelhouse Court	(386) 457-8611	tsbrown816@aol.com
Director:	Amy Schipper	4478 Yachtsman Court	(407) 451-4638	Aschipper7@gmail.com

2025 - 2026 Architectural Review Board:

Roy / Rhonda Cunningham	4418 Yachtmans Court	(407) 382-6734	royrhondaco@aol.com
Joseph Alvarez	4485 Yachtmans Court	(407) 658-2930	drp8217@yahoo.com
Steve Diedrich (Board)	4574 Wheelhouse Court	(407) 579-4975	sdiedrich@cfl.rr.com



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