

WINDWARD ESTATES HOA BOARD OF DIRECTORS (BOD) AND ARCHITECTURAL REVIEW BOARD (ARB) Draft Minutes

March 15, 2026 6:30 PM at 4574 Wheelhouse Court

Confirm Board Members In Attendance:

Steve Diedrich, Trevor Brown, Tom Caffery: We have a quorum

Others In Attendance: Joseph Alvarez, 4485 YC

Meeting agenda posted to WEHOA website 3/10/26

- Draft sent to BOD 3/10/26

Sign Posted 3/10/26

Approve minutes from 11/16/25 BOD and ARB Meeting. Posted to website

Discussion: none

Motion to approve: Tom Caffery Second: Trevor Brown All in favor: Unanimous

Architectural Review Board Application

New Business / Updates:

1. Florida law now requires Homeowner Association board members to take 4 extra hours of education annually, in addition to the board certification course which must be taken every 4 years.
 - a. Regardless of when the board member was elected or appointed, board members must complete the 4 hours of continuing education between July 1-June 30 each year.
 - BOD members must take 4 hours of continuing education before **6/30/26**
 - b. Courses are online and free of charge from our legal firm (Becker). See email sent to BOD 9/6/25

Adjourn: 6:40 PM

Attachment 1

How often am I required to take the board certification class?

Homeowner Associations: Every four (4) years, unless there is a break in service, such as getting off the board and then back on a year later, in which case, you would have to retake the course.

What is the deadline to comply with the new board certification class requirement for Board Members elected or appointed prior to July 1, 2024?

Homeowner Associations: DBPR reports a deadline of four (4) years from July 1, 2024. i.e. 7/1/2028

What is the deadline to comply for board members elected or appointed on or after July 1, 2024?

Homeowner Associations: within 90 days of being elected or appointed

What happens if a board member does not take the required 4-hour class by the deadline?

The board member would be suspended until they have taken the class.

Are we required to take Four (4) Additional hours of education on any topics?

Homeowner Associations: Yes, beyond the Board Member Certification class, **each year between July 1 - June 30, all HOA directors, regardless of when elected or appointed, must complete four (4) hours of continuing education annually....**