

# Windward Estates Hoa Board Of Directors (BOD) And Architectural Review Board (ARB) Meeting Minutes: May 3, 2026 (DRAFT)

May 3, 2026 6:30 PM at 4574 Wheelhouse Court

**Board Members In Attendance:** Steve Diedrich, Trevor Brown, Bebi Singh, Tom Caffery. We have a quorum

Not in Attendance: Amy Schipper

**Others in Attendance:** Rodney Simpson 4502 WC, Joseph Alvarez 4485 YC

**Proof of Meeting:** Meeting agenda posted to WEHOA website 4/28/26, Sign Posted 4/28/26

**Approve Minutes from 3/15/26 BOD and ARB Meeting. Posted to website.**

Discussion: none. Accepted as written

Motion to approve: Trevor Brown Second: Bebi Singh All in favor: Unanimous

## Architectural Review Board Application

Application submitted by Rodney Simpson 4502 WC to repaint home. Application submitted to ARB and approved. Recommend that Board approve after review.

Application submitted by Droop & Bebi Singh 4424 YC to repaint home. Application submitted to ARB and approved. Recommend that Board approve after review.

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

## New Business / Updates:

1. **Review Final Report from 2025 Home Inspections. See Attachment 1**
  - a. 1ST INSPECTION: 11/15/2025 --- identified issues to be completed by 2/1/2026
  - b. 2ND INSPECTION: A report was issued to those homeowners having problems / issues from the 1st inspection.
    - Homeowners with issues/ problems from 1<sup>st</sup> inspection have at least 30 days from the date of the second inspection to correct any outstanding issues
      - Date of 2<sup>nd</sup> inspection: 2/14/2026; items identified in 2<sup>nd</sup> inspection were to be corrected by 3/31/2026
      - 36 homes were found to have one or more issues to be addressed.
  - c. 3rd INSPECTION: A third round of inspections was conducted on 4/6/2026 to address problems listed in the second inspection report. For remaining items, homeowners were notified in writing of those issues and what the next steps are, including but not limited to fines until the violation(s) is corrected.
    - Results of re-inspection on 4/6/26 of 36 homes: Issues resolved: 19 homes, Issues remaining as of 4/6/26: 17 homes
      - 8 homes requested extensions, work in progress. Deadline 6/30/26
      - A final inspection on 9 homes remaining was conducted 4/30/26. See Attachment 1
        - 5 homes corrected issues identified
        - 4 homes with issues unresolved. Issue violation letters.

Discussion/ next steps:

1. Compliance Officer (Tom Caffery) to mail violation letters to the 4 homes that continue to have one or more unresolved issues. Advise homeowners of potential fines if not resolved, \$50 / day, up to a maximum of \$1,000.
2. Homeowners to have 21 days from date of violation notice mailing to resolve issues.

- If not in compliance after the 21-day post mailing deadline, Compliance Officer (Tom Caffery) will schedule a meeting of the Fining Committee and advise homeowners.
3. Covenants and Restrictions (C&R) section to be referenced
    - *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](http://www.windwardestates-hoa.org) for current guidelines.
  4. Reinspection of 8 homes given extension to occur on or about 6/30/2026. See Attachment 1 (Diedrich)

Motion to approve: Trevor Brown Second: Bebi Singh All in favor: Unanimous

## 2. **New Potential Violations Identified 4/30/26: 44XX YC**

- a. A resident noted following potential violations and requested Board to review.
  - Covered patio installed in backyard, visible from street. No ARB approval sought.
  - Several (2 or 3) collapsible tent canopies (approx. 10' x 10') in side yard behind fence, visible from street. Appear to be used for storing lawn and garden supplies. No ARB approval sought.
    - Not sure if these are being used as storage sheds or temporary structures.
  - Commercial vehicle has been parked on drive several times in past few weeks. Homeowner has been warned about this previously.
    - From C&R: *Commercial Vehicles. No commercial vehicles or any vehicles which are primarily used for commercial purposes, other than service vehicles temporarily present on business, may be parked on the Property (which includes the streets).*

### Discussion / Next Steps:

1. Compliance Officer (Tom Caffery) to meet with homeowner and issue violation letter to remind homeowner of previous notices regarding restrictions concerning commercial vehicles.
  - a. Commercial vehicle(s) not to be on property outside of "normal business hours" 8 am – 8 pm.
  - b. Each future violation will be fined up to \$100 per day, up to a maximum of \$1,000.
2. Tom Caffery will also discuss with homeowner the two non-approved structures noted above (tent canopies and covered patio) and present violation letter.
  - a. ARB forms must be submitted within \_\_\_\_\_ (Tom to decide) days for each structure for review and consideration by Board.
  - b. If approved, no further action is necessary.
  - c. If not approved, remediation or homeowner subject to fine. Up to \$100 / day, \$1,000 maximum

Motion to approve: Steve Diedrich Second: Trevor Brown All in favor: Unanimous

## 3. **Ad Hoc Enforcement of Covenants and Restrictions (C&R) Violations**

- a. Example: Several instances of trash receptacles that are not properly stored and/or remaining in street for several days.
- b. Violations: One or more Board members should be notified and written warning issued following conversation with homeowner.
  - *SECTION 13. Garbage and Trash Disposal. No Lot shall be used or maintained as a dumping ground for rubbish, trash, or other waste. All trash, garbage and other waste shall be kept in sanitary containers and, except during pickup, if required to be placed at the curb, all containers shall be kept in the garage, 10 feet back from the front of the Living Unit, or behind a fence. No burning of trash or other waste materials shall be permitted.*

- 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.
- c. Further discussion necessary at 6/28/26 BOD meeting:
  - How violations brought to Board attention.
  - How to coordinate among Board Members about who should contact homeowner; should compliance officer be sole point of contact?
  - No motion rendered—is one necessary?

**4. Revision of the Annual Home Inspection Process for 2026**

- a. Proposed: Eliminate 3<sup>rd</sup> Inspection shorten total process
  - Currently +/- 6 MONTHS, proposed total process +/- 4 months
  - Example
    - 1<sup>st</sup> Inspection 9/1, report mailed to all homeowners 9/10 along with Annual Meeting Notice (30 – 45 days prior to meeting date)
      - a. Deadline for completion 45 days (10/25)
      - b. Deadline to appeal to Board for extension 30 days (10/10)
      - c. 2nd Inspection: 10/25, report mailed to all homeowners on 11/1. Status of previously identified issues and new issues identified will be listed. Note underlined change here. Deadline for completion 30 days (12/01)
- b. Homeowners with unresolved issues after deadline (12/01) will receive written notification outlining the next steps, which may include fines until the violation(s) are addressed.
  - Mailing anticipated to accompany 2027 dues mailing on or about December 15, 2026

Motion to approve: Trevor Brown Second: Bebi Singh All in favor: Unanimous

**5. Status of Board Member Certifications/ Board Education. See Attachment 2**

- 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**
  - Courses are online and free of charge from our legal firm (Becker).
    - Course details and enrollment process will be sent to BOD.
- b. Status of Education Requirements:
  - Complete: Steve Diedrich: Certification course completed, 4 hours of continuing education complete.
  - Not complete: Trevor Brown, Bebi Singh, Tom Caffery
  - Amy Schipper: status unknown, not at meeting

**6. Other Topics**

- a. Status of dues collections
  - Six (6) residents in arrears totaling \$618. Late notices have been sent.
  - 2 residents have not paid January assessment
    - Late fees and interest accruing.
    - Next dues notice to be sent 6/15/26— if the 2 homeowners in arrears for January assessment do not pay balance in full by 7/30/26, “notice of late assessment” letters will be sent, initiating lien process.
  - 4 have small balance
- b. Replace plants at corner Conway and Gatlin
  - Plants killed by freeze have been removed.
  - Board to purchase Liriope (low growing) and volunteer(s) to plant. \$100 has been budgeted to replace plants
  - Action required: Board volunteer? Present receipt for reimbursement.

c. Upcoming Meeting Schedule

- Board of Directors and Architectural Review Board will only meet if there is Association business that needs to be attended to.

Meeting	Post sign and agenda online
6/28	6/23
7/12	7/7
8/9	8/4
9/13	9/8
10/11	10/6
11/8 MEMBERSHIP MEETING CONWAY 1 <sup>ST</sup> BAPTIST CHURCH 630 PM	NOTICE MAILED TO ALL MEMBERS 30 DAYS BEFORE MTG: POSTMARK 10/8
11/8 BOD / ARB MEETING FOLLOWING ANNUAL MEETING	10/30
12/6	12/1

**Adjourn: 7:50 PM**

## Attachment 1: Home Inspections Results

3<sup>rd</sup> INSPECTION: A third round of inspections was conducted on 4/6/2026 to address problems listed in the second inspection report. For remaining items, homeowners were notified in writing of those issues and what the next steps are, including but not limited to fines until the violation(s) is corrected. Results of re-inspection of 36 homes.

- Issues resolved: 19 homes
- Copies of 3<sup>rd</sup> inspection report sent to 17 homeowners still in violation (4/8/2026) with details re: next steps, deadlines, etc.
- **Issues remaining:** 17 homes. ADDRESSES REDACTED
  - 8 homes “repairs in process” Extension requested; **deadline 6/30/2026**
    1. eroded grass- Irrigation repairs in process. Fence repair in process. Note: rental; i.e. not owner occupied.
    2. fence repair in process
    3. fence repair in process. Note: rental; i.e. not owner occupied.
    4. trim paint along roof line in process
    5. front lawn replacement due to septic tank repair
    6. front lawn replacement in process
    7. front lawn replacement in process
    8. eroded front lawn & tree lawn in process (new – added 4/30/26)
  - 5 homes violations noted on 4/6/26 have been cleared
    1. pressure wash trim, gutters, door and window trim; especially around porch. Remove dead Christmas tree from porch
    2. Repair eroded lawn front & side yard and lawn to street.
    3. Clean mildew on fence gate on east side of home.
    4. Clean back of house (visible from Gatlin) area below windows repair, pressure wash, paint as necessary. Repair eroded grass sidewalk to street. Clean up debris in back yard.
    5. Clean mildew stains on drive and sidewalk.
  - 4 homes continue to have unresolved issues.
    1. door and trim around windows need to be painted and/ or cleaned. Mildew on front of house.
    2. Remove vines growing on side of house. Remove sandbags and debris from front of garage door.
    3. Pressure wash house
    4. Eliminate weeds, repair eroded lawn front yard and lawn to street. Clean mildew stains on drive and sidewalk. Trash containers stored in front of garage. Need to be at least 10 feet from front of house.

## Attachment 2: Board Education

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....