

WINDWARD ESTATES HOA BOARD MEETING

Immediately following 2025 WINDWARD ESTATES HOA MEMBERSHIP MEETING
SUNDAY 11/2/25 at 6:30 PM, Conway First Baptist Church

Agenda

Call to Order: 7:15 PM

- Proof of meeting: Announcement sent to all residents USPS. Sign posted at entrance. Meeting held at Conway First Baptist Church.

Board Members in Attendance:

President:	Bebi Singh	4424 Yachtsman Court
Vice Pres:	Tom Caffery	4406 Yachtsman Court
Treasurer:	Steve Diedrich	4574 Wheelhouse Court
Secretary:	Steve Diedrich	4574 Wheelhouse Court
Director:	Trevor Brown	4568 Wheelhouse Court

Residents Attending:

Amy Schipper 4478 Yachtsman Court

Amy has volunteered to join the Board of Directors. BOD has authority to appoint residents to Board to fill vacancies.

Motion to Approve: Steve Diedrich, Second; Trevor Brown, Approved unanimously
Thank you Amy!!

1) Approve minutes from 10/12/25 Board Meeting (posted on website [>>>Meetings](http://www.windwardestates.org))

- Motion to Approve: Steve Diedrich, Second; Trevor Brown, Approved unanimously

1) Discussion of BOD officer roles

- Continuing current roles for new term
- Amy will need to take Board Certification course. Diedrich will send details

2) Appointments to Architectural Review Board (ARB) and / or Fining Committee

- Remain unchanged

3) Legal requirements for Board Members

- Reporting of Board Member Information- US Treasury Financial Crimes Enforcement Network (FinCEN: Reporting of Beneficial Ownership Information): completed 2025.
 - Effective 3/1/25 domestic corporations (as is WEHOA) are no longer required to report beneficial ownership information (BOI) to FinCEN.
- 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.

- Board members must complete the 4 hours of continuing education (CEU) between July 1-June 30 each year. **Due 6/30/26**. Courses are online and free of charge from our legal firm (Becker). See email sent to BOD 8/28/25
 - (a) None of the Board members have completed 4 hours CEU as to 11/2/25
- Deadline to comply with the board certification class requirement for Board Members elected or appointed prior to July 1, 2024 is 7/1/2028
 - (a) Diedrich has completed course
- Deadline to comply for board members elected or appointed on or after July 1, 2024 is 90 days of being elected or appointed
 - (a) Amy Schipper will need to complete 4-hour course by 2/2/2026. **Diedrich will send course information to Amy**

Adjourn 8:00 PM

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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