

Windsor Park Board of Directors Meeting
March 9, 2022, at 7:00 PM Via Microsoft Teams

1. Meeting was called to order at 7:00 pm.

a. Attendees

i. Windsor Park Board

(1) Aharon Chezrony – President

(2) Susan Huddy - Vice-President/ Beautification/ground Committee
Chair

(3) Nadiia Rice -Secretary

(4) Pam Reitz- Treasurer / Finance committee Chair

(5) Romondo Davis - Communication Director

(6) Sherrie Hall - Nomination/Welcome Committee Chair

(7) Susan Kelter - Social Committee Chair

(8) Debbie Strathearn - Architectural/home maintenance Committee Chair

ii. Guest attendees

(1) Carol Siegel

(2) Deb Davis

(3) Susan Hapner

(4) Sereece Snow

(5) Tracy Shepard

(6) Terry Koyn

2. Approval of minutes

- a. Minutes from February 9, 2022 meeting were approved.

3. Committee Reports

- a. Finance

- i. Presented by Pam Reitz
- ii. January and February CPM finance report
 - (1) Not too much activity yet.
 - (2) Accepted by the board
 - (3) Post finance reports to the website once they are approved.

- b. Communication

- i. Presented by Romondo Davis
- ii. Resources page
 - (1) New and revised forms appear at the top of the page.
 - (a) Application for Board Approval for Exterior Modification.
 - (b) Windsor Park Homeowners Insurance Certification
 - (2) Agendas, meetings minutes, and other forms are available here.
- iii. Add a Maintenance request feature to the website, not available yet.
 - (1) Homeowner information
 - (2) Provide a detailed description of the request.
 - (3) Add 3 files with a size limit of 5 mb.
 - (4) Submitted form goes to Romondo and then distributed to appropriate board member.
 - (5) Auto response is sent to the person who submits the form.

- (6) New page will list active maintenance requests in chronological order and the status of all the requests.
 - (7) Nothing will be different on the Windsor Park website until the new request page is approved and officially launched.
 - iv. Will the association require a login from the homeowner? Future discussion.
 - v. Susan Hapner
 - (1) Still go through CPM portal for current requests until this new page is launched.
 - (2) We will send out a survey to each homeowner to see what work needs to be done.
 - (3) Debbie Strathearn – we have all work orders recorded and are reviewing them to get work done.
 - vi. Susan Kelter
 - (1) Outstanding work order since 2020 – cracked sidewalks and air vents to crawl space. Al marked it as completed it wasn't.
 - (2) Debbie Strathearn – Have the work order recorded and will review. The review will say this is what we see is there anything else you would like us to add.
- c. Home Maintenance
 - i. Presented by Debbie Strathearn
 - ii. Work orders are being reviewed.
- d. Grounds
 - i. Presented by Susan Huddy
 - ii. Spring is coming up and we will be looking at projects that were mentioned by work orders that were put on hold – concrete, soil erosion, water mitigation.
 - iii. Ask for homeowners' patience since these are ongoing projects.

iv. Terry Koyn

- (1) Trees that are resistant to deer ~~resistant~~ – Norway spruce start out 5-6 feet tall so deer don't eat it.

e. Welcome

i. Presented by Sherrie Hall.

- ii. Drafted welcome letter and introductory form that homeowners write their information.

f. Snow removal

- i. Last bill for snow removal was \$19,000. We will be going over the budget.
- ii. We will be looking at the budget this year and try to reduce the costs.

4. Homeowners' comments/concerns

a. None

5. Discussion and approval

a. Pam Reitz

i. Drafted two documents for board approval:

- (1) Resolution that will allow the Treasurer to make investment decisions as long as she follows the policy and identify the Treasurer as the entity account manager. When looking to purchase I bonds, they require a board resolution or something similar that names the Treasurer the entity account manager.
- (2) Policy that was based on the investment policy of the city that Pam worked for and revised for the board's needs. It follows the requirements for the State of Missouri and their approved investment options that a small city should follow. The main investment goals are:
 - (a) Safety, do not want to lose any principal balance.

(b) Liquidity, access money when needed for bills.

(c) Yield, create more interest without risk to the principal balance.

ii. Look at our future monthly expenses to make sure there is enough money to pay bills while the money is invested.

iii. It would be helpful to look at needs of the different committees for 2023 (how much and what time of year) so we will get an idea how much money we will have to invest.

iv. Two motions

(1) Resolution to name Treasurer as the entity account manager approved by the board.

(2) Investment policy for Windsor Park approved by the board.

v. \$10,000 invest in I Bonds and will review other investments.

6. CPM Update

a. Takes a long time to respond to service calls.

b. Debbie Strathearn

i. Use her own work order to see how responsive they were and see how they complete the work. The downspout was disconnected from the gutter.

ii. They came out and put one screw to reattach the downspout. Only did what their service called for and nothing else.

c. Gutters

i. Professional roofing company will use high-pressure water to clean gutters and downspouts.

ii. They will also do free inspections of the roofs as well as weather damage of gutter and downspouts.

iii. They will open underground tunnels and pipes.

7. New Business

a. Pam Reitz

i. How do we handle complaints we get from residents regarding other residents?
Noise complaints about neighbors.

ii. Rony Chezrony – got a call with the complaint, and since it needed immediate attention, he went to check the neighbor, and by the time he got there, the problem was gone. Their guests were also blocking the driveways.

(1) He emailed them and said it was the residents' right to call the towing company and even levy fines.

(2) If the problem is urgent, residents can call Rony or members of the board and if it's not urgent, then an email will be sufficient and they will address it.

iii. Susan Huddy – we noticed the first incident, but since they got notice, there hasn't been any more problems.

iv. Susan Kelter - keep streets clear so fire department and EMS can get through the cul-de-sac.

v. Rony – residents and their guests should park in their own driveways first, then only on one side of the street, or at the pool.

8. Executive Session (board members only)

9. Meeting adjourned at 9:03 pm.