

Windsor Park Board of Directors Meeting

Via Microsoft Teams

January 12, 2022, at 7:00 PM

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

2. Attendees

Windsor Park Board

- Aharon Chezrony
- Susan Huddy
- Nadiia Rice
- Pam Reitz
- Romondo Davis
- Sherrie Hall
- Debbie Strathearn
- Susan Kelter

Guest attendees

- Terry Kyon
- Deb Davis
- Susanne Bishop
- Denise Mosley
- Tracy Shepard
- Smadar Chezrony
- Judi Thomas
- Susan Hapner
- Millie Saunders
- Linda Sandmel

3. Minutes from December 7, 2021, meeting were approved.

4. Committee Reports

- Finance
 - i. Presented by Pam Reitz
 - ii. CPM monthly report unavailable so cannot report on that.
 - iii. Board has signed the signature card to allow the President and the Treasurer access to the St. Louis bank account.
 - iv. Recommend separating some funds from reserve account into two separate accounts since FDIC only insures up to \$250,000.
 - v. Look into investing \$100,000 of reserve account into a 1-year CD.
- Communication
 - i. Presented by Romondo Davis
 - ii. Introduction of Windsor Park website. <https://windsorparkstl.org/>.
 - iii. Show page where homeowners can volunteer to join Windsor Park committees. <https://windsorparkstl.org/be-involved/>
 - iv. Introduction to Innovia Co-op where homeowners can sign up and get discounts. <https://windsorparkstl.org/resources/>
- Home Maintenance
 - i. Presented by Debbie Strathearn
 - ii. Currently going through work orders and taking care of items that can be done right away.
 - iii. Communicating with homeowners that projects such as paint and concrete will be grouped together and done at the same time.
- Grounds
 - i. Presented by Susan Huddy
 - ii. Working through work orders and planning projects that will be done in the spring: drainage issues, soil erosion, planting.
 - iii. Tree trimming and tree removal (trees marked with yellow ribbons) will start end of January and go through February. Homeowners will be notified when dates are confirmed with the tree company.

- iv. Thank you to Susanne Bishop and Judi Thomas for coordinating the tree trimming, removal, and finding a tree company to lower costs.

- Welcome

- i. Presented by Sherrie Hall.
- ii. There are no new homeowners in our neighborhood.
- iii. Working on gathering information that new homeowners will need when they move into Windsor Park. The committee will meet on 2/11/22

5. Homeowners' comments/concerns

- i. Microsoft Teams does not show who is speaking at the time. Maybe consider using Zoom instead. This concern was voiced by both Linda Sandmel and Denise Mosley . We found that it is a local setting issue, and we will provide instructions for the next meeting.

6. Executive session

- Board Advisory Committee

- i. What was done in previous boards that worked or didn't work?
- ii. Judi Thomas
 1. Five board members is the ideal number. Don't want too many people in the communication loop.
 2. The board should represent the priorities of the homeowners and not only take direction from a few people.
 3. Contractors need to be held accountable. Someone needs to follow up after a contractor has done the work and make the contractor come back to fix problems before they get paid.
 4. Focus on streamlining communication. There shouldn't be multiple emails or contacts after a homeowner submits a work order.
 5. Get rid of CPM. Previously, the board used DNI.
 6. The board needs to insist on getting multiple bids, control which contractors are chosen, hold the contractor accountable, check the quality of work being done.

- Insurance
 - i. Received a quote for insurance from O'Connor, a company that specializes in insurance for homeowner associations.
 - ii. Current State Farm policy expires 1/20/22.
 - iii. Areas that need to be insured are common areas, mailboxes, retaining walls, signs, etc. Pam Reitz increasing property insurance from \$21,000 to \$40,000 to cover the costs of replacements.
 - iv. O'Connor's quote for cyber may be too low considering how much we have in reserves.
 - v. Pam Reitz recommends going with O'Connor insurance.
 - vi. Board members voted and approved getting insurance coverage from O'Connor Insurance and looking more into a cyber liability.
- Requirements for Homeowners' Insurance
 - i. Board will send out a list of homeowner's insurance requirements to make sure homeowners have the correct type of insurance and are fully covered in case something happens to their home.
 - ii. Policy should include full homeowner's insurance (not condo), earthquake insurance, etc.
 - iii. Should the homeowner be required to get a rider that states that if the contractor cannot match the existing color of siding, then they will have to replace the siding around the entire house? Do we need to add this requirement to the appendix and eventually into the rules and regulations? An attorney can be consulted if we want to add this insurance requirement into the bylaws as an amendment.
 - iv. Instead of having the homeowner send in a copy of their insurance and paying someone to check if they have the correct insurance, we can have them fill out a form, check off the list of insurance requirements, and sign.
 - v. Board members voted and approved to have homeowners fill out a form showing they acquired the correct insurance and to add the 100% siding replacement into the list of requirements.

- Handrails
 - i. Previous appendix document for handrail requirements was not adopted or approved. It specified that all handrails be painted white.
 - ii. One homeowner has installed a black wrought-iron handrail and railing at the front of their two-story home.
 - iii. Another homeowner is asking for the requirements. No standard currently exists.
 - iv. Board members voted and approved for this particular homeowner to submit first and second colors choices to be approved by the architectural committee.
- Trash
 - i. Review of past invoices from Waste Connections shows that some homeowners were being charged for duplicate bins and other homeowners were not being charged. These errors have been corrected.
 - ii. Homeowners don't know they can get a 10% senior discount and stop service if they are not home to save fees for the community. Since the community pays for the trash, they are not aware they can communicate with Waste Connections.
 - iii. Inform homeowners they can make changes to their account.
- CPM Update
 - i. Rony has communicated with CPM that they need to get board approval for any work orders. They should not be communicating with the homeowners.
 - ii. Rony recommends work orders be approved by Debbie Strathearn (home maintenance committee) and Susan Huddy (grounds committee). Debbie and Susan will use their judgment on work order approval and will ask the board and committees if they need help.
 - iii. Board members voted and approved for Debbie and Susan to be able to approve work orders.
- Microsoft Teams and OneDrive
 - i. Documents and communication between board members should happen through MS Teams and OneDrive instead of multiple emails.
 - ii. Rony asked that the board member stay logged in to the Microsoft Teams

- iii. Meeting minutes should be sent to Rony, edited by Pam, and then uploaded to OneDrive for review and approval.
- Communication with homeowners who don't have email.
 - i. There are a few homeowners in Windsor Park who do not use the internet and email.
 - ii. Romondo (communications) will print newsletters and other communications and deliver them to these homeowners.

7. New Business

- Polo Run master association is calling for nomination to be turned in by 1/21/22.
 - i. The annual meeting is on 2/22/22.
 - ii. Sally Mann is the current board member from Windsor Park and is willing to run again. In the future, we can ask Sally to join a board meeting to give updates from Polo Run.
- Snow removal
 - i. Nadiia has been reviewing the snow removal contract. It seems that we are being overcharged for materials.
 - ii. Susan Huddy will calculate the square footage of streets and driveways so Nadiia can figure out if costs are too high.
- Restoration of siding
 - i. Nadiia to call the homeowner where the insulation is exposed due to a deck removal and the siding need to be restored. If she is not successful, a letter should be mailed to the homeowner.

8. Meeting adjourned at 9:15 pm.