

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

1. Meeting was called to order at 7:18 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) Connie Saturno
 - (2) Deb Davis
 - (3) Denise Mosely
 - (4) Susanne Bishop
 - (5) Terry Koyn
 - (6) Tracy Shepard
2. Approval of minutes
 - a. Minutes from January 12, 2021 meeting were approved.
3. Committee Reports
 - a. Finance
 - i. Presented by Pam Reitz
 - ii. December finance report sent out.
 - iii. Contract with pest control.

- (1) We have a Service Agreement, signed 06/19/2018, to pay Rottler \$350 per month, every month. The Agreement renews automatically each year unless it is terminated with a 30 written notice before any annual renewal.
 - (2) Aharon explained that this is a mole control contract that in the past was stopped and we had to pay a lot of money to trap the moles to start it again.
 - (3) Grounds committee will look at the contract.
- iv. CPM invoices
 - (1) CPM doesn't break down items with notes on the invoices. Can't see what's being charged on different accounts.
- v. Plant replacement
 - (1) A lot of money was paid to CPM to put in and remove plants.
 - (2) We will request Volunteers to replace plants to cut down costs and involve the community.
- vi. Major variances between Budget and Actual expenses
 - (a) Legal fees were overspent by \$3,253. These happened in October and November of last year when questions came up about the special meeting to recall the previous board.
 - (b) Pest control
 - (i) Outbreak of moles
 - (ii) Review where the extra costs are coming from showed it was not budgeted properly in the 2021 budget.
 - (c) Building Maintenance was overspent by \$1,912. The majority of these costs occurred in October.
- vii. Trash collection cost is going up. The increase of \$2,800 a year—~~Go~~ will cause over budget for this item.
- viii. Financial report was approved by the board.
- b. Communication
 - i. Presented by Romondo Davis

- ii. In the invite for the meeting a wrong email link was mailed out. Will be more careful in the future.
- iii. Homeowners requested the ability to put items for sale on our website.
- iv. Insurance certification
 - (1) Link to the form is on the website.
 - (2) Submit the form to certify that you have the correct coverage
- v. Discussion about possibly moving work order request to Windsor Park website and not through CPM.
 - (1) We will need to create logins for each residence.
 - (2) Currently in the research phase.
- vi. Volunteers are needed to assist with communication.
 - (1) We need a proofreader, editor, graphic designer for Windsor Park's website.
Sherrie volunteered to help with some of it.
- vii. Can we add a page of things for sale by residents in the community and contractor's recommendations?
 - (1) Romondo will investigate it.
- viii. Elderly neighbors not on the computer.
 - (1) Give them paperwork orders to hand into the board.
 - (2) Give them contact information.
 - (3) Figure out which homeowners don't access the internet.
- c. Grounds
 - i. Presented by Susan Huddy
 - ii. Removal of 11 trees and trim 77 trees on site this week. Gamma Tree Experts were delayed by snow.
 - (1) Thank you, Susanne Bishop, for coordinating with Gamma Tree Experts.
- d. Home Maintenance
 - i. Presented by Debbie Strathearn
 - ii. Architectural request
 - (1) Approve replacement of basement windows for one resident

iii. Approve handrailing

(1) Concrete will need to be replaced; the homeowner is aware.

(2) Still working on the look of the handrail to come up with a community standard to follow in the future.

iv. 22 open items

(1) 6 work orders are in the works and ongoing

(2) Lot of work orders on-hold items – painting, concrete, drainage that can't be done due to weather. They will be addressed in the spring.

v. In the spring, will review what needs to be done and ask homeowners to add what is missing.

e. Welcome

i. Presented by Sherrie Hall.

ii. The welcome committee had a January 23 meeting

iii. Package for new residents:

(1) Copy of the HOA booklet.

(2) Copy of contact list.

(3) Board meetings dates and how to attend.

(4) Access the website.

(5) Requested budget of \$30 for each new resident for printing HOA booklet, a card, and maybe a houseplant. Budget item approved.

(a) Pam has a friend who makes homemade cards.

(b) Susan Kelter - Kids at Lift for Life Academy can make gifts.

(6) 2 people from the committee to greet new resident.

(7) Asked CPM to let them know if someone new is coming in to prepare welcome package.

4. Homeowners' comments/concerns

a. Terry Koyn

i. Thanked the new board for outstanding communication through email.

ii. Thanked the board for approving several work orders that had been pending.

b. Connie Saturno

- i. Loves communication.
- ii. Suggestion for the website
 - (1) List of contractors used for home repair.
 - (2) Maybe get a discount if multiple homeowners get work done together.

c. Susan Kelter

- i. When are they going to cut down the tall grasses?
 - (1) They should be cut down in the Spring.

5. Discussion and approval

- a. Adding Lawn Groomers service for dormant oil application and insect/disease application for \$1,145 each. One for the winter and one for the summer.
 - i. Susanne – we always did that until 9 years ago, it will save bushes.
 - ii. Can't bid because it's part of the lawn maintenance contract. We have a contract with Lawn Groomers for 3 years.
 - iii. It's not currently in the budget.
 - iv. Approved by board.
 - v. We should notify residents when they are going to apply pesticides so people with kids and pets will know to keep them away for 30 minutes from the time of application. Previous pesticides had caused some people to take their pets to the vets.
- b. MS Team for \$9.99 plus tax a month (zoom \$14.99) or \$99.99 plus tax a year (16% savings) (zoom \$149.90).
 - i. Need it due to Covid and people who can't make the meeting.
 - ii. MS Team is cheaper than Zoom.
 - iii. Monthly or yearly?
 - (1) The board approved the use MS Teams and to pay for it yearly.
 - iv. Romondo endorses AT&T fiber optics to improve slow network connections.
- c. Snow removal: over two days of snow, should removal be done after each day? Review of the performance of the 2/2-3, 2022 snow removal.

- i. Rony had to contact Lawn Groomers to come back and fix some areas that were dangerous.
- ii. We pay them hourly, which is the problem.
- iii. Susanne
 - (1) Pricing per hour, per man is a problem. Previous companies priced in segments.
 - (2) Previously
 - (a) Check with airport reading to get correct billing.
 - (b) In a big storm, did driveways twice.
 - (3) This company doesn't have the equipment to do the job right. They have men shoveling instead of using equipment. They said their machine froze which is why they were doing it by hand.
- iv. Hourly might be a new industry standard because all bids were in hourly.
- v. Will review future contracts with the Ground Committee.
- vi. Nadiia
 - (1) No bidding done this year and not part of the lawn contract.
 - (2) Next year, we need to bid the contract to snow removal companies.
- vii. Susan Kelter
 - (1) They didn't address an issue with the snow on the sidewalk.
 - (2) What happens with the slip and fall when they work at night?
 - (a) Lawn Groomer's liability insurance is responsible for that.
- viii. Should we pay Lawn Groomers to come and shovel snow before the snow ended?
 - (1) In the contract, it says they need to come when the snow accumulates to 2".
 - (2) Is this a problem due to Covid due to shortage on labor? The city and county also sent out messages saying snow removal will take longer.
- ix. Move to approve having snow removal come in every day during a snow event.

Approved by the board.
- d. Snow at sidewalk at Grinnell and Hasbrook. Who is responsible for removing the snow?
 - i. Never seen county take care of the sidewalks.
 - ii. See if it is responsibility of Polo Run Master.

- e. CPM Update
 - i. Issue with slow response to work orders.
 - ii. Certification letter mailed out without the form.
 - iii. Only 15 insurance certifications were received.
- f. Use of MS Team and Office (One Drive)
 - i. Board members were asked to please stay logged in to MS Teams and use chat instead of sending emails back and forth.
- g. New Business
 - i. Cyber insurance
 - (1) We must carry cyber insurance which covers ransom ware.
 - (2) 3 quotes
 - (a) \$377 a year to cover \$50,000
 - (b) \$777 a year to cover 250,000
 - (c) \$824 a year to cover \$500,000
 - ii. Pam
 - (1) Plans to put some money from reserves into an investment so we don't need to cover \$500,000.
 - iii. Board approved coverage at \$777 a year to cover 250,000.
- h. [Noah Custom Homes & Remodeling](#) to clean downspout and gutter with water.
 - i. Inspect roofs, downspout and gutter for weather damage or maintenance needs.
 - ii. Clear blockage of underground pipes and drains.
 - iii. Waiting for CPM to provide 2 additional bids.
 - iv. Susanne
 - (1) Tried to find companies that will clean the downspouts.
 - (2) Several companies won't do anything underground.
 - (3) Noah company used to clean the gutters at Windsor Park.
 - (4) Asked contacts in the industry says \$65-\$100/hr, handyman \$50/hr, CPM is \$59/hour with trip charge.
 - (5) Difficult to find anyone else who will do this.

(6) When we replace gutter and downspout, the black tubing is deteriorating and will need to be replaced with PVC. PVC tubes will need an adaptor. Be aware this will add to costs.

i. Reserve account

i. Currently the reserves of \$300,000 is earning yearly interest at 0.1% annually. We need to find better interest rate.

ii. Pam

(1) Diversify to be covered by FDIC insurance and get better interest.

(2) The current bank doesn't offer a good investment instrument, so we need to look at another bank or investment institution.

(3) Reviewing CD or treasury note, looking at different options. Rates change daily so the change will need to be done quickly.

(4) Wants to make a \$100,000 investment to leave plenty of funds in reserve account.

iii. Motion for Board to authorize Pam to seek and secure better investment with Rony as secondary to sign off on it was approved.

6. Meeting adjourned at 8:45 pm.