

Winslow Farms Community Association, Inc.

Board of Directors Meeting

Tuesday, March 14, 2023

Via Zoom

Board Members Present: Sandy Martin (President), Ted Boardman (Vice-President), Anita Douglas (Treasurer), Vertessa Hall-Laloggia (Secretary), Joan Lewis, Michael Dalton & Sharon Dalton (Pegasus Property Management)

Janet Dipso (BT), Elizabeth & Steven Ensmenger (MC)

I. Call to Order: 6:05 p.m.

II. Neighborhood Sharing: Bent Tree sharing session was rescheduled.

III. Minutes: Since both Ted and Tess submitted minutes, Sandy requested Ted & Tess review and combine their February minutes via phone.

IV. External Requests for Alterations

- a. A request was reviewed to install a temporary fence located at 2254 Ole Mill Drive.

MOTION - Ted Boardman made the motion to oppose the temporary installation.

SECOND - Anita Douglas. PASSED

- b. The Board agreed all communication regarding property changes will continue to be submitted only between homeowners and Pegasus Properties.

V. Financial Reports

- a. **Bill payments** – Michael submitted information.

- b. **Fee payments** - Fee payments have been reduced by 39%, with thirty-five owners owing 8% of total due.

- c. **Court Cases** - Michael stated he has four or five residents to follow up. Pegasus Properties will be mailing out Certified letters to delinquent accounts.

MOTION - Joan Lewis made the motion to follow up with the delinquent dues as Pegasus indicated. SECOND - Sandy Martin PASSED

- d. **Year End Financial Report** - Anita stated taxes are due on April 18th unless an extension would need to be filed.
- e. **Natures Link Contract** was reviewed. Joan requested Pegasus Property suggested that Pegasus remind Natures Link that there may be less lawn care needed during the construction of the ponds.

MOTION - Ted made the motion to accept the Natures Link Contract.

SECOND - Anita PASSED

- f. **Repair of hole near Pond # 4** - Sharon stated the hole had been filled with stone and dirt. There was concern that the hole in question was not filled or that recent flooding/rain may have washed away the product to fill hole. Moving forward it was agreed to submit pictures to identify the holes needing attention.
- g. An inquiry was made about the recent cost of **removing muskrats**. Michael said the cost was \$514.00 to set up cameras/monitor the movement. The contractor confirmed that a muskrat and a raccoon had been removed.
- h. **Response to a complaint about visible laundry**: Per Board direction, Sharon had sent a notice to the homeowner in question to explain the CCRs of Olde Mill require that “clotheslines” are to be concealed from view from the front of a residence. Sharon reported she has not heard back from the homeowner or the person submitting the complaint.
- i. In response to the inquiry about the distribution of the recent Newsletter and additional pleas for **email address additions**, Michael stated that thirty to forty more homeowner’s email address have been added to the mailing list out of the missing eighty units.
- j. In response to an inquiry from Moss Creek Village for **identification of a borderline** between MCV and WFCA, Michael reported his research of homeowners’ ground survey is currently on hold. Pegasus Properties will continue to research.

VI. President Reports- Sandy Martin

- a. **Edits to CCR Maintenance Violation Report of Failure to Maintain Property.**
Sandy reported editing changes that resulted from issues related to recent complaints.
 - The form required to report a violation can only be submitted from a homeowner and as evidence must include their name and address. But the homeowner submitting the complaint may request to remain anonymous.

- Complaints concerning a violation will only be communicated to the homeowner, even if the residence in question is a rental.
- b. **Proposal to Adopt Process for Online Voting/Editing:** After discussion at the February meeting and subsequent phone discussions, Sandy submitted further adjustment to the guidelines for the online voting process which are also reflected in the online form.
 - c. **Online forms:** Ted suggested that online forms for requesting exterior alterations and CCR violations be created such that they be filled in online rather than downloaded and scanned. Ted was asked to explore digital methods to accomplish such. In turn, Ted requested that any action as a result of online voting be recorded in the minutes of the next meeting. The Board and management agreed that if the process could automatically record data to a database the process would be more efficient and easier to monitor.

VI. Old Business

- a. Confirmation of **Venue for 2023 WFCA Annual General Meeting** -The Board agreed to confirm the location for the 2023 WFCA Annual General Meeting (AGM) will be held November 1, 2023 at Switchyard Park Pavilion.
- b. **Minutes from 2022 AGM** – Ted reported two drafts of the 2022 AGM minutes were sent March 14th. One version is the “real time” notes, the second is an edited version. Ted indicated that they still need to be reviewed and edited as appropriate.
- c. **Internal Review of 2022 Finances** – Anita reported that no volunteers came forward to serve on an internal review committee.

VII. New Business

- a. **Pond Project Report** - Ted explained that the contractors would need approximately two and a half months (weather permitting) to complete the Pond project. The electrical line from Duke has been cut and during construction will need to be restored. Ted will look into the storage status of the existing electrical meter.
- b. The Board agreed that further details were needed before the bid from PAF could be acted upon and agreed to adjourn to an Executive Session to discuss details and concerns.

VIII. Board Member comments/concerns: none

VIII. Homeowner comments: The Fitzgeralds voiced a “thank you” to the Board.

IX The Board adjourned to an executive session to discuss the proposal submitted by PAF in response to the RFP for the pond project.

- a. The Board identified specific details and concerns to be submitted to Mr. Percival for additional clarification and information.
- b. It was agreed that before a contract could be approved, a meeting with Mr. Percival should be arranged to include an on-site review, in order to gain clarification and better agreement of the details to be included in a formal contract.
- c. Additionally, legal language needed to be included to better protect WFCA financial interests and the proposed language should be reviewed by the WFCA attorney.

X. Adjournment – Motion to adjourn at 7:50 pm

MOTION - Joan Lewis. SECOND - Anita Douglas PASSED

Submitted by Tess Hall-Laloggia, Secretary and edited by Sandy Martin, President