



**Winding Creek HOA Board Meeting  
Virtual Meeting on Microsoft Teams  
Thursday, July 13, 2023  
7:03 PM**

The following board members were present: Jerry McClam, President; Scott Ashe, Vice President; Joseph Williams, Treasurer; and Brittany Smith, Communications Director; Alan Smith, Secretary.

There was no one absent from the meeting.

***I. Call to Order***

**Jerry McClam**, called the meeting to order at 7:03 PM.

***II. Approval of the Previous Minutes***

**Alan Smith** made a motion to dispense with the reading of the minutes from the June 1, 2023 and June 22, 2023 meetings and approve them as corrected. **Scott Ashe** seconded the motion, all in favor, unanimous.

***III. CCR Violations and Fines***

**Jerry McClam** brought forth the CCR violations and fines topic from the agenda. Last meeting the board discussed the topic of reviewing the CCR and community-wide standards, which includes violations and fines. The standards were defined over 16 years ago and many questions came up during the pandemic, so Jerry developed a refinement of these standards that were looked at in 2021. Jerry asked Scott what we need to do to get these refinements and fine schedule into our rules and regulations of the community.

**Scott Ashe** explained that it would take a review of the CCR to determine exactly what is needed but noted that these changes would most likely need to be presented to the community via a ballot, voted on, and have a quorum on before the CCR could be amended.

**Jerry McClam** noted that most homeowners act with urgency when receiving the first letter of violation but presented a few examples he had witnessed as being part of the ARC. He also noted that many times it is the renters of the community that have violations, not the homeowners.

**JD Williams** asked if fines and violations are specified in the CCR.

**Scott Ashe** noted that the CCR only outlines that there will be rules and fines defined. He presented a draft violation/fine schedule for the board to review. The group discussed the fine schedule and

noted that there may be temporary violations due to gatherings/visitors, air conditioners failing, residents out of town, and emergencies, but we would like the residents to feel comfortable proactively reaching out to the board and communicate as such. Violations and fines can be avoided in these instances with proactive communication and community engagement.

**Alan Smith** asked if there was anything noted specifically for renters and adherence to the CCR.

**Jerry McClam** noted that there were some renting terms in the CCR, but we should be getting copies of leases to verify the inclusion of rules and regulations of the community. The board will need to review the expectations of the renter and the landlord (homeowner).

*The topic was tabled for further discussion next month and no motions were presented.*

#### ***IV. Communications into Letter Holes***

**Jerry McClam** thanked Brittany for delivering all the newsletters to all the homes by using the mail holes/newspaper slot. It was also brought to our attention that there was a complaint made about using this means of delivering the newsletter. The idea of delivery preferences was discussed.

**JD Williams** noted that if people do not wish to receive physical correspondence, then they would need to go to the website to receive this correspondence or request an email of the correspondence. This led to a discussion about mailing out all correspondence, which would increase costs to the community.

*Alan Smith made a motion to include the next quarterly newsletter along with the ballot discussed in topic III and a request on communication preference. Scott Ashe seconded the motion, all in favor, unanimous.*

#### ***V. Committee Reports/Approval of Committee Charters***

**Jerry McClam** asked Scott Ashe to present the social and nomination committee topic.

**Scott Ashe** sent out a resolution earlier for establishing a charter for a Social Committee. The Nominating Committee is defined by our charter and has bylaws already established. The Nominating Committee must be chaired by a HOA Board Member and must have 3 to 5 people. Scott asked all board members to review the resolution and to go ask neighbors if they would like to join either of the committees.

*Alan Smith made a motion to nominate Scott Ashe as the chair to the nominating committee. Jerry McClam seconded the motion, all in favor, unanimous.*

**Architectural Review Committee: Jessica Margonis, Chair**, presented the committee's report including one review of an application, which was given conditional approval to the homeowner for a porch extension and respectfully submitted to the Board. Jessica noted that if she ever received any requests that were questionable, she would contact the board.

*There were no concerns presented by any board members on the porch extension and the board members did recognize that they would adjust future meetings for the Committee Chairs to*

*present their Committee Reports earlier in the meeting. The committee report will be incorporated into the minutes.*

## **VI. Discuss New Topics or Issues**

**HOA Computer:** **JD Williams** noted that he had an HOA computer that was very old but contained the financials of the community as well as passwords. However, the computer was very old and had the potential to stop working at any time. There was additional discussion on information in binders that we had to retain for a total of 7 years.

**JD Williams** made a motion to move all passwords to Bit Warden. **Scott Ashe** seconded the motion, all in favor, unanimous.

**Winding Creek Logo:** **Scott Ashe** made a motion to approve the Winding Creek Logos (one with the full title of the HOA and one without). **Jerry McClam** seconded the motion, all in favor, unanimous.

**Landscaping Contract/Issues:** **Scott Ashe** noted that the community does not have a contract with the landscaper and that it is time and materials each month.

**JD Williams** brought up a concern that he believes the landscaper will raise rates once we ask him to participate in an RFP (request for proposal) process.

**Scott Ashe** volunteered to meet with the current landscaper and see what he has been doing to be sure the bid package is complete. **Scott** will also create this package and bring it to the board for review. The RFP will include bids from multiple companies.

**JD Williams** noted that it appears current costs seem in line from month to month and seem to have not risen over the years.

**Jerry McClam** remarked on the very large tree next to **JD** and **Stacy's** house.

**JD Williams** provided history on two trees that were in the common area. One they had paid to get taken down because it was right on the property between them, and the common area and he noted that another individual thinned out the other tree. The individual that thinned out the tree noted that it was rotting. There is concern that this tree could eventually fall over on **JD's** property and/or house. **JD** noted that we should do an analysis across the board on all properties and the common areas around each house to obtain an inventory. This way we know where we stand on maintenance of these common areas and on any potential unexpected costs that could arise impacting the community's budget.

**Jerry McClam** remarked that he had to go take down all the flags from 4<sup>th</sup> of July.

**JD Williams** noted that we need to be sure we have enough money in reserves to handle any incident.

*no motions were presented.*

**Budget/Financial Reporting:** **JD Williams** asked if the board should cover the budget each month.

**Jerry McClam** remarked that he does not see money drastically changing from month to month and that we should cover quarterly, unless something does happen that impacts budget in a large way. Others on the board agreed.

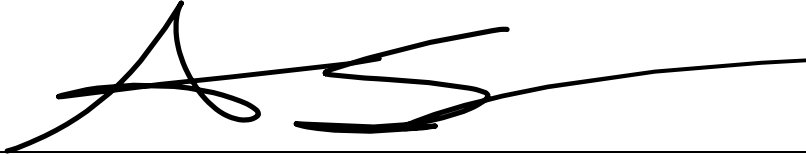
**JD Williams** will prepare a report for review for next month.

*no motions were presented.*

## ***VII. Adjournment***

**Jerry McClam** made a motion to adjourn the meeting. **Scott Ashe** seconded, all in favor, unanimous.

The meeting adjourned at 8:13 PM. The next meeting is tentatively scheduled for the weekend of August 12<sup>th</sup>.

A handwritten signature in black ink, appearing to read 'AS', written over a horizontal line.

Alan Smith, Secretary

# COMMITTEE REPORT

## **Winding Creek HOA Architectural Review Committee Report to the Board of Directors**

July 2023

### **Committee Members**

Jessica Margonis, Chair

Dean Margonis, member

Marlene McClam, member

Lonnie Langston, member

Londia Langston, member

**On June 30th, 2023, the HOA President, Jerry McClam, and the ARC Committee members, Jessica Margonis, Dean Margonis, and Londia Langston met to discuss and walk the site for the proposed plans for the permit application for the Garcia Residence at 1602 Schiller.**

**Committee Meetings will be scheduled on an “as-needed” basis or as requested by a member of the committee.**

### **Narrative**

This committee was established to review and act upon all applications for architectural changes or improvements to a Lot within the Community that are visible from the outside of a structure.

### **Notes and Decisions**

#### Accomplishments

- Conditional approval letter for Garcia Residence (1602 Schiller) for porch extension

#### Next Steps

- Will walk site when work is completed to ensure plans were followed as discussed.

Respectfully Submitted,

Jessica Margonis, Chair



HOMEOWNERS ASSOCIATION OF UNION