



# Virtual Board of Directors Meeting

Wednesday, December 18, 2024, at 2:30 p.m.

Microsoft Teams

Join the meeting now

Meeting ID: 282 260 677 354 Passcode: MW2xW7An

Call-in Option (Audio Only)

Dial In Number: 1 323-433-2148 Conference ID: 761 556 867#

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# Agenda

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
  - Steve Maglisceau, President
  - Alyson Whitworth, Vice President
  - Ronald Corcoran, Secretary
  - Matthew Scharmen, Member 3
  - John Kissling, Member at Large 1
- Introduction of Essex Association Management, L.P. Representatives
  - Dean McSherry, Association Manager
  - Victor Corcoran, Assistant Association Manager
  - Gabi Ondziel, Administrative Assistant
  - Essex Support Staff
- Approval of October 2024 BOD Meeting Minutes
- Financial Review
  - October 2024 Balance Sheet & Income Statement Summary
- Community Updates
  - Old Business
  - New Business
- Delinquency Review
  - Approval of Post Property Actions
- Adjourn Open Session
- Executive Session
  - Delinquency Review
  - Ratify Fee Waivers
  - Acknowledgement of Fines and/ or Self-Helps
  - Compliance Overview
- Adjourn Executive Session

# October 2024 BOD Meeting Minutes Approval P.1

**Board of Directors Meeting Minutes**  
**Windmill Farms Community Association, Inc.**  
**10.16.2024**

Name	Title	Present
RL Lemke	President	Y
Steve Maglisceau	New President	Y
Alyson Whitworth	Vice President	Y
Ronald Corcoran	Secretary	Y
Matthieu Scharmen	Member 3	N
John Kissling	Member at Large 1	Y

**Present from Essex Association Management, L.P.:**

Dean McSherry, Community Association Manager  
Victor Corcoran, Assistant Manager  
Essex Support Staff

**Meeting Type and Location:**

Board of Directors  
Virtual Meeting  
October 15, 2024 @ 2:30 pm

**Meeting called to order at 2:33 pm.**

**Introductions:** Dean McSherry gave introductions to the Board of Directors and Essex Association Representatives.

**Note: Steve Maglisceau will be replacing RL Lemke as the new BOD President.**

**Approval of July 2024 Board Budget Meeting Minutes:**

Dean called for motion to approve, RL motioned to approve and Ron Seconded motion with all in favor, motion so carried.

**Financial Review:**

Dean reviewed the August 2024 Balance Sheet Report and Income Statement Summary explaining what each line item consists of and any significant variances. With no questions from the Board, Financials approved. RL motioned to approve and Ron Seconded, with majority in favor motioned so carried

**2025 Budget Approval:**

RL motioned to approved seconded by Ron with majority in favor motioned so carried

- Budget approved with no Increase in Assessment

**Board & Community Updates:**

Dean reviewed and discussed the following :

**Completed Projects:**

- o Safety repairs at Spyglass Playground
- o Removal of damaged slide at Bainbridge Playground
- o Q3 streetlight inspection
- o Engagement of a new portering company
- o Removal of damaged trees and debris in common areas

**Ongoing Projects:**

- o Replacement of two damaged welcome signs
- o Replacement slide for Bainbridge slide
- o Fall color change and mulching
- o Repairs to fencing damaged by storm (for latest detailed update, please refer to the community website)
- o Conducting pool closing inspections
- o Preparation for holiday decorations

**With no other business to discuss, motion to adjourn Open Session 2:55pm.** RL motioned to adjourn, and Ron seconded motion with majority in favor motion so carried.

**Executive session initiated at 2:55pm**

**Delinquency Review & Vote:**

The Board reviewed the Delinquent accounts needing motion to approve next steps on the account presented for Pre-Application Letter - File Application for Order of Foreclosure, Default Order and Post Property for Auction, Assessment Lien, and Attorney Demand Letter.

- RL Motioned to approve all delinquent account for next delinquent steps, seconded by Ron, with all in favor motion so carried  
NOTE: Please hold off on moving forward with account 1057049 , per the BOD, please see Action Items for Full details on steps with this account.

**Acknowledgement of Compliance Fees/Fines**

RL motioned to acknowledge and approve next steps on violation charge amounts presented. Ron seconded motion, with majority approval motion so carried

**Ratification of Email Votes – Waiver Requests**

- Dean explained Ratification of E-mail Votes-Waiver Request / None to Review

**Compliance Overview & Fining Policy**

The total number of violations (3796) with the date range being from January 1<sup>st</sup>, 2024, to October 16<sup>th</sup>, 2024. The top three (3) violations; Lawn Maintenance with (2243), Trash/ Recycling Bins with (637), and Trash Rubbish in Yard/Lot with (75).

# October 2024 BOD Meeting Minutes Approval P.2

## Action Items:

1. For Account 1057049, Homeowners have paid \$300 on 10-15-24 as good faith payment. They are requesting Late fees (\$340) and Legal Fees (\$750) to be waived by the BOD. They have also promised to make the full payment of \$3,175.66 (this will be changed) by November 15. The balance will be a different amount if late fees and legal fees are waived. Pending discussion with BOD, Sean, and legal.
2. BOD will discuss a possible solution for Trailer/RV parking space.

**With no other business to discuss motion to adjourn the executive session at 3:17pm, RL motioned to adjourn, and Ron seconded motion with all in favor motion so carried.**

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Signature of Secretary or Board President

Date

**Minutes Prepared by: Gabi Ondziel, Essex Association Management, L.P., On behalf of Windmill Farms Community Association, Inc.**

# October 2024 Balance Sheet

## Balance Sheet Report Windmill Farms Assoc. Inc.

As of October 31, 2024

	<u>Balance Oct 31, 2024</u>	<u>Balance Sep 30, 2024</u>	<u>Change</u>
<b>Assets</b>			
<b>Assets</b>			
1010 - CIT Bank Operating Account	107,598.67	95,466.07	12,132.60
1011 - CIT Bank Reserve Account	991.42	991.42	0.00
1012 - CIT Bank Premium Sweeps Account	178,540.57	278,469.29	(99,928.72)
1013 - Truist Money Market	592.77	592.77	0.00
1040 - Veritex-Reserves	155,049.52	154,839.10	210.42
<b>Total Assets</b>	<b>442,772.95</b>	<b>530,358.65</b>	<b>(87,585.70)</b>
<b>Receivables</b>			
1400 - Accounts Receivable	806,854.79	867,211.09	(60,356.30)
<b>Total Receivables</b>	<b>806,854.79</b>	<b>867,211.09</b>	<b>(60,356.30)</b>
<b>Fixed Assets</b>			
1600 - Furniture and Equipment	30,043.94	30,043.94	0.00
<b>Total Fixed Assets</b>	<b>30,043.94</b>	<b>30,043.94</b>	<b>0.00</b>
<b>Total Assets</b>	<b>1,279,671.68</b>	<b>1,427,613.68</b>	<b>(147,942.00)</b>
<b>Liabilities</b>			
<b>Liabilities</b>			
2000 - Accounts Payable	61,013.48	80,115.07	(19,101.59)
2050 - Prepaid Assessments	44,427.15	37,762.63	6,664.52
<b>Total Liabilities</b>	<b>105,440.63</b>	<b>117,877.70</b>	<b>(12,437.07)</b>
<b>Total Liabilities</b>	<b>105,440.63</b>	<b>117,877.70</b>	<b>(12,437.07)</b>
<b>Owners' Equity</b>			
<b>Equity</b>			
3900 - Retained Earnings	522,747.49	522,747.49	0.00
<b>Total Equity</b>	<b>522,747.49</b>	<b>522,747.49</b>	<b>0.00</b>
<b>Total Owners' Equity</b>	<b>522,747.49</b>	<b>522,747.49</b>	<b>0.00</b>
<b>Net Income / (Loss)</b>	<b>651,483.56</b>	<b>786,988.49</b>	<b>(135,504.93)</b>
<b>Total Liabilities and Equity</b>	<b>1,279,671.68</b>	<b>1,427,613.68</b>	<b>(147,942.00)</b>

# October 2024 Income Statement Summary

## Income Statement Summary Windmill Farms Assoc. Inc. October 01, 2024 thru October 31, 2024

	Current Period			Year to Date (10 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	45,467.10	16,728.00	28,739.10	2,919,677.98	2,038,899.00	880,778.98	2,072,358.00
Total Income	45,467.10	16,728.00	28,739.10	2,919,677.98	2,038,899.00	880,778.98	2,072,358.00
Total General & Administrative	41,621.49	22,991.00	18,630.49	356,120.10	224,967.00	131,153.10	268,700.00
Total Taxes	0.00	125.00	(125.00)	0.00	1,250.00	(1,250.00)	1,500.00
Total Insurance	5,870.60	0.00	5,870.60	24,905.14	52,800.00	(27,894.86)	52,800.00
Total Utilities	21,176.85	19,525.00	1,651.85	181,389.29	195,250.00	(13,860.71)	234,300.00
Total Infrastructure & Maintenance	19,539.98	20,742.00	(1,202.02)	570,361.99	293,980.00	276,381.99	338,984.00
Total Pool	9,373.18	20,283.00	(10,909.82)	285,639.51	194,822.00	90,817.51	209,409.00
Total Landscaping	75,510.69	71,916.00	3,594.69	791,560.62	719,166.00	72,394.62	863,000.00
Total Irrigation Maintenance	7,879.24	5,917.00	1,962.24	58,217.77	59,167.00	(949.23)	71,000.00
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	32,665.00
Total Expense	180,972.03	161,499.00	19,473.03	2,268,194.42	1,741,402.00	526,792.42	2,072,358.00
Net Income / (Loss)	(135,504.93)	(144,771.00)	9,266.07	651,483.56	297,497.00	353,986.56	0.00

# Community Updates

## **Completed Projects:**

- Engagement of a new portering company
- Pool inspections
- Replacement of two damaged welcome signs
- Fall color change and mulching
- pool closing inspections

## **Ongoing Projects:**

- Replacement slide for Bainbridge park
- Repairs to fencing damaged by storm (for latest detailed update, please refer to the community website)
- Pool repairs
- New pool furniture

# Delinquency Review

## Approval of Post Property Auctions:

Account #	Account #	Account #	Account #
5216	7716	5752	8059
4472	5066	3200	2006
4027	6398	9167	5583
3145	9166	3692	8369
6152	8293	3722	1490
9067	5243		





## Office Information

**Essex Association Management, L.P.  
1512 Crescent Drive, Suite 112  
Carrollton, Texas 75006  
Office: (972) 428-2030  
After Hours Emergency Line: (888) 740-2233**

**Monday - Friday  
9:00 a.m. to 5:00 p.m.**

**Dean McSherry  
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# Adjourn Open Session/Move into Executive Session

