

Wind Meadows Special Board Meeting Minutes April 24, 2023

The Special Board meeting of the Wind Meadows Corporation was held on Monday, April 24, 2023 in person at 101 Bayfield Court and via Zoom video conference call at 6:30 pm to discuss the reserve study.

President, Claudia Simonson, called the meeting to order at 6:40 pm. The following board of directors attended; Claudia Simonson, Bob Randleman, Jackie Kelble, Jessica Mazurkiewicz, Dan Crispin, Katie White (via Zoom), Bob Randleman, Memo Fachino, Mike Palazzola (via Zoom), Don Allen, and Marci Boucher in person. Carrie Amos from Washington Properties, WMC project manager, was also present via Zoom.

A motion was made to open the floor to members. The motion was seconded and carried. A resident of Greenwood Court commented that he read the reserve study and agrees with the 5-year plan to spread project costs as shown in the reserve study. With no other business brought to the floor by members. A motion was made to close the floor to members. The motion was seconded and carried.

The board began its review and discussion on the reserve study which was completed by Reserve Advisors for the Leisure Center (LC) and Common Area (CA) of Wind Meadows.

Bob spoke about increasing our reserves as we appear to be underfunded. Carrie mentioned that allocating specific amounts of reserve money for identified projects might be beneficial beginning in 2024. The 5-year plan provided in the reserve study shows a steep increase in reserves. The monthly dues would need to be increased by approximately \$8.00 a month beginning in 2024 to build the reserves for the projected projects in the study. This would help to avoid LC/CA special assessments for such projects. There was an error found in the executive summary provided by Reserve Advisors. They based the reserve amounts on 168 homes, leaving out the 148 single-family homes (PSA IV and VII). The correct number of units should reflect 316 units, not 168.

The reserve study included a 5-year plan which the Board discussed line by line;

Roof: An inspection of the roof will need to be completed to determine the condition of the current roof. Carrie will have the roof inspected this season.

Parking lot: The parking lot will need to be replaced at some point but will continue to be maintained biannually with crack filling and seal coating.

Lower-Level Improvements and Tennis Court Improvements: These projects have already been discussed and are in process.

Lower-Level Restrooms: A project of this magnitude would need to be discussed further but it is recognized that the current condition of this is less than desirable, however, the main components are still in working order. When the bathrooms are renewed, they will need to be ADA-compliant.

Deck: The deck has had maintenance done annually and the recommendation for replacement in 2027 may be a fair time frame.

Signage: Jessica mentioned updating the outdated WM signage. Carrie stated this is a very expensive project and the bones of the signs are good, maybe some soft washing and re-staining of the signs would be a more cost-effective option to consider.

Pond Erosion: Carrie stated that the outlet of the lake where the noticeable overgrowth and erosion have occurred was hand dug this year and next spring there is a plan for an excavator to remove overgrowth, debris, and sediment to open the narrowing outlet at the Northbridge.

HVAC: Carrie stated maintenance on the upper and lower HVAC units takes place in spring and fall. The recommendation for the replacement of one of the systems in 2028 is a fair assessment. WM will need to allocate funds in the reserves for this work.

Leisure center furniture: The reserve plan states 2027 for replacement furniture. The chairs were replaced this year, but the tables and lounging furniture will likely need to be replaced within the next five years.

Pool Deck: Carries stated WM makes repairs as needed annually. She doesn't recommend the replacement of the pool deck until the Board decides to replace the pool.

Fence: The pool fence seems to be in good condition.

Pool Maintenance: Each year the pool mechanics are inspected and brought up to code when necessary. The backflow valve and housing were replaced this season to be within state code. The pool is repainted every other year and is on schedule for this season.

Water Heater: The current water heater is 17 years old. A replacement water heater should be considered for the 2024 budget. Mike suggested an on-demand water heater be purchased.

One of the most glaring observations for improvement recommended in the reserve study was the condition of the tennis courts. Resurfacing the tennis courts and adding pickleball court(s) has been a project in the works for two-plus years. The Board was presented with the favored resurfacing proposal again which was discussed, and considered, with a vote tabled from the April Board meeting to revisit the scope of the project at this meeting, a lighting removal proposal add-on, and a windscreen system proposal add-on. The Board discussed all three projects along with financial considerations.

Wind Screen Proposal: A price was obtained to install a windscreens system to avoid the hanging and removal of the windscreens each season. WM incurs hourly labor charges from Washington Properties to hang the windscreens each year and Prairie school students take them down in exchange for the use of the courts during their tournaments. At the end of the season last year, a removed windscreen ended up missing.

Remove Tennis Court Lighting: The Board has considered removing the lights from the tennis courts due to the reoccurring maintenance required. The current lighting system allows birds to build nests and then they dirty the court and even those playing tennis. It was equally expensive to keep and upgrade the lighting, cover the lighting bars with appropriate screening, continue with regular maintenance, and pay for the electricity monthly. The lighting bases are not in good condition. The heaving of the light bar posts was also taken into consideration. The bases will be removed, and this made sense to do prior to the resurfacing of the courts.

The resurfacing project with the two add-on proposals had a not to exceed cost in the amount of \$135,650.00. A motion was made by Jessica Mazurkiewicz to accept all three proposals with a not to exceed the cost of \$135,650. The motion was seconded and carried. State tax was included in the not to exceed total as it was not clear if all or only some of the materials may be taxed and/or if unexpected expenditures will arise with such a project. With the project cost including the add-on work accepted, a motion was made by Bob Randleman to increase the special assessment amount to \$290.00 per unit (316 units), this is an additional \$90.00 to the original \$200.00 that was approved at the February 2023 meeting to cover the expense beyond the \$44,000.00 allocated during the February 2023 meeting from LC reserve monies for the project. The motion was seconded and carried. A hand-raised vote was counted with ten board members in favor and one abstained. With the special assessment approved, a motion was made that the special assessment be due no later than October 1, 2023. The motion was seconded and carried. Don Allen stated that the project will likely begin at the end of August and should be completed by the end of September, weather permitting.

Prairie Tennis Court Usage: A brief discussion about Prairie School's student usage of the tennis courts took place. This item will be added to the May agenda for further discussion.

There being no further business before the Board, the meeting was adjourned at 7:55 pm.

Respectfully submitted,
Jackie Kelble, Secretary
Wind Meadows Corporation