

Wind Meadows Corporation
Board of Directors Meeting Minutes – August 21, 2023 at 6:30 p.m.

The regular meeting of the Wind Meadows (WM) Board of Directors was held on Monday, August 21, 2023, at 6:30 p.m. pursuant to notice given to the Directors in accordance with the Bylaws of the Association. The meeting was held at 101 Bayfield Drive, Racine, WI 53402 in person and via video/conference call through Zoom.

I. Call Meeting to Order

President Claudia Simonson called the meeting to order at 6:31 p.m.

II. Roll Call

The following directors were in attendance in person or via Zoom: Don Allen, Claudia Simonson, Mike Palazzola, Memo Fachino, Herb Beighley, Dan Crispin, Cary Anastasio, Katie White, and Bob Randleman. Carrie Amos of Washington Properties, Inc., project manager for Wind Meadows was also present via Zoom. Marci Boucher was excused. Jackie Kelble was not present.

III. Letter of Resignation

Jackie Kelble submitted a letter of resignation from the Board of Directors, which Carrie Amos read to the Board. Carrie will send an email to residents of PSA 4 to notify them of the opportunity to be appointed to the open director position and the timeframe for submitting letters of intent. Claudia Simonson expressed the Board's appreciation to Jackie for her service to the Board as a director and secretary.

Public Service Announcement

Claudia Simonson provided a public service announcement at the request of the Village of Wind Point Police Chief in response to the recent break-ins that residents contact the Village police should they see anything unusual.

IV. Board Meeting Minutes

The regular Board of Directors meeting minutes from July were reviewed. A correction to the July minutes to note that Dan Crispin was excused. Bob Randleman made a motion to accept the minutes as corrected. The motion to accept the minutes as corrected was seconded and carried.

V. Financial Statement Reports

The financial statements for July were presented and reviewed. Cary Anastasio shared his financial report. Bob Randleman made a motion to accept the June financial statements. The motion was seconded and carried.

VI. Open the floor to members

A motion was made to open the floor to members. The motion was seconded and carried.

- A. A resident of Pinewood Court commented that (a) under the bylaws, her understanding was that members have 15 days to submit their responses; (b) since the July meeting she received several messages in support of her comments related to the distribution of financial information and that she

believes Carrie Amos has also received these messages; and (c) she took a client on a tour of Wind Meadows. She asked whether a replacement pathway was approved. It appears that the Leisure Center pathway and bathroom are not ADA compliant, and she asked if WMC was exempted from the ADA. Mike Palazzola responded that WMC is not exempted, the pathway was not approved, but the bathrooms are grandfathered. Once the bathrooms are upgraded, WMC will need to come into compliance.

- B. A resident of Greenwood Court suggested that WMC post financial statements on the WMC website or send them to members on a monthly basis in advance of monthly meetings; he also suggested that the Board consider a roll call vote for the agenda item in which the Board would be discussing distribution of the financial statements.

VI. Close the floor to members

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.

VII. Architectural Review Committee (ARC) Proposals

The following change applications were presented.

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| A. 4 Maplewood Ct. | PSA 4 (preapproved 7/17/23) |
| B. 142 W Parkfield Ct. | PSA 8 |
| C. 4287 Lake Meadow Dr. | PSA 7 |
| D. 2 Beechwood Ct. | PSA 4 |
| E. 8 Redwood Ct. | PSA 4 |
| F. 2 Redwood Ct. | PSA 4 |
| G. 42 Parkwood Ct. | PSA 2 |
| H. 132 Lakefield Ct. | PSA 1 |
| I. 115 Woodfield Ct. | PSA 1 (preapproved 8/7/23) |
| J. 151 Lakefield Ct. | PSA 1 |
| K. 123 W Campus Ct. | PSA 1 |

The ARC recommended approval of all requests, with the note that for item K, the revised request included a grey composite deck color that was agreed to by the ARC and the PSA director. Bob Randleman made a motion was for Board approval of all change applications. The motion to approve was seconded and carried.

VIII. Committee Reports

A. LCC

1. Sun Sail donation. Linda Johnson reported that the LCC members want to donate a Sun Sail to WMC for use at the Leisure Center. Installation can be delayed until after the end of the current pool season.
2. Event change. The LCC would like to change the Vendor Fair to a Family Trivia Night to avoid competing with other local events.
3. Picnic and Paddle Party Update. Linda Johnson reported low attendance at the Picnic and Paddle Party on 8/20/23. In the future, the LCC will use RSVPs and will cancel events if it appears there will not be enough

interest.

Bob Randleman made a motion to approve the donation of the Sun Sail and the event change; the motion was seconded and carried.

IX. Old Business

A. Follow up on resident comments and Board inquiries:

1. A resident commented related to the distribution to all members of financial information and other pertinent information in addition to the agenda each month. The comment was that such a distribution would give residents detailed knowledge to better use their open comment time; it would increase transparency; and it may eliminate emails and phone calls to WPI regarding the agenda. No other members came forward in the meeting to request the distribution, so there did not appear to the Board to be a high demand for the distribution of the information to all members. The Board discussed the comment in the July meeting as an item of Other New Business. The emails and calls to WPI have primarily been issue-specific and not necessarily related to additional information on the agenda. Where they are related to the agenda, generally, there is no agenda attachment, and the questions are for an explanation which attendance of the meeting would accomplish. Any interested members may request additional information from WPI or request it from their PSA director. In the end, no director brought a motion to release the information or not, so there was no vote.
2. There were four pieces of correspondence to the Board since the July Board meeting. All were from one resident, and all received a written response. Two emails were related to the pending lawsuit and legal fees. The Board's response was that we weren't going to speculate on the outcome of the lawsuit; however, we believe the claim filed against WMC by the WMC resident is meritless and we are vigorously defending against it. One was related to the distribution of detailed board meeting documents. The Board responded that as noted during the July Board meeting the Board would not distribute detailed financials to all members every month, although interested members are free to request that from WPI. The last was related to the method of accounting that WPI and accountant use. We consulted our accounting firm, Gordon Maier, who said that cash accounting is an acceptable and allowable method of accounting, and typically, an organization selects which one to use at the beginning of operations.

- B. Revisit Board Packet Distribution and/or Financials. The Board discussed options for distributing or making available information related to agenda items, including the unapproved minutes, the unapproved LC/Admin financial statements, the individual PSA financial statements, detailed ARC requests, revisions to governing documents that may be discussed at a given Board meeting, and any other attachment to the agenda. The Board considered the demand for any of this information, which appears to be less than 5% of the membership and routinely is only 1-2 members. The Board discussed the feasibility of email and hard copy mail to members; posting on the current WMC website vs. the portals that other HOAs that WPI manages use; timing of

issuance or posting; what would be issued or posted given the sensitivity of some documents like delinquency reports in the financials and the confidential information in ARC requests, and the draft nature of the minutes and financial statements until approval in the next month's meeting. There were suggestions for combining financial statements into quarterly reports or 6-month and 12-month reports. Historically, WPI has posted approved minutes within a few days after the Board meeting in which the minutes are approved. Memo Fachino made a motion to post approved LC/Admin financial statements on the WMC website within a week after approval. The motion was seconded and carried with no dissent. The Board took no roll call.

- C. AC Unit at the Leisure Center. The Board discussed repairing or replacing the larger AC/Furnace unit at the LC after the AC portion failed over the weekend before the Board meeting. The cost of repair is \$3060 and replacement is \$10,000. The contractor recommended replacement of this 17 year old unit before the furnace also fails. Under the Reserve Study, the estimated cost of replacement was \$13,000 for replacement in 2028. Memo Fachino made a motion to make an effort to obtain a second estimate before 8/23/23 and the Board may approve by email. The motion was seconded and carried.
- D. Tennis Court Special assessment. The \$290 special assessment is due by October 1, 2023. Approximately one third of members have paid. Carrie Amos will send a reminder to members.
- E. There was no other old business brought to the floor to discuss.

X. New Business

- A. WMC Audit. The Board discussed the timing of WMC's external audits and whether and what is required by the Bylaws. The last external audit was performed in 2020 for fiscal 2019. The Board will revisit this issue with budgeting in November 2024 for an external audit to be performed in 2025 for fiscal 2024. An audit will cost approximately \$6000. The Board also recommended a language revision for the Bylaws that sets the timing of audits at 5-year intervals.
- B. Combine Specifications. There are two Specifications that address deck materials and deck colors: Spec 200 and Spec 203. The Board reviewed a revision to Spec 203 that incorporates Spec 200 with an edit regarding the color of composite materials such that it would require ARC approval to ensure similarity to Wind Meadows grey. Dan Crispin made a motion to approve the revision to Spec 203 and elimination of Spec 200. The motion was seconded and carried.
- C. Recycling Bin at the Leisure Center. There have been reports that the recycling bin on the pool deck has routinely been dumped into the garbage. Carrie Amos will look into this and contact John's Disposal.
- D. There was no other new business brought to the floor to discuss.

XI. Correspondence

There have been several pieces of correspondence brought to the floor for discussion. The Board will respond in writing before the September Board meeting.

XII. Motion to go into executive session

Dan Crispin made a motion was at 8:03 p.m. to go into closed session for an update on a legal matter.

XIII. Motion to go back into Regular Business

Dan Crispin made a motion was made at 8:37 p.m. to go back into regular session.

XIV. Adjourn

There being no further business before the Board, Dan Crispin made a motion to adjourn; and the meeting was adjourned at 8:37 p.m.

The next **Board Meeting** is scheduled for Monday, September 18, 2023, at 6:30 pm in person at 101 Bayfield Drive, LC clubhouse, and with Washington Properties, Inc. by video/conference call through Zoom.

Carrie Amos
WPI Project Manager