

WINDSONG RANCH COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES

Wednesday, May 12, 2021

11:30 p.m.

1001 Windsong Pkwy S. Prosper, Texas 75078

Call to Order/Establishment of Quorum

President, David Blom, called the meeting to order at 11:30 a.m. with Secretary/Treasurer Tina Sauseda in attendance. Bob Harvey attended, representing CCMC. Vice President Craig Martin was absent

Approval of Minutes

A motion was made by David Blom to approve the minutes of the February 12, 2021 meeting with a correction to the date of the meeting at the top of page 1. Tina Sauseda offered a second and all were in favor.

Closed/Executive Session

Enforcement Action

The Board of Directors met in closed session to review an enforcement matter regarding improvements to a private lot. No expenditures are anticipated or approved during closed session.

Previous Items/ Old Business

Developer Promissory Note

Correspondence from the firm engaged to audit of 2019 financial records, relating to the approved Promissory Note Agreement was reviewed. Management was directed to confirm the existing documents satisfy concerns related to reporting the activities involved in tracking the Note updates.

New Business

Audit/Tax Preparation Services – FY 2020

A motion was made by David Blom to approve the proposal submitted by Butler Hansen PLC to perform an audit of the 2020 financial statements at an estimated cost of \$7,850 and complete tax filing-fee based on the type of form the Association is eligible to file. Tina Sauseda offered a second and all were in favor.

Landscape Proposals – Frost Damaged Replacements

Management presented proposals received, listed by phase, to replace all failed Indian Hawthorn, and replace Loropetalum with Nandina. A motion was made by David Blom that the proposals, to be identified individually below, submitted by Woodlake Outdoor and WSR Grounds are approved, to be paid from the Additional Landscape budget (0619005). Tina Sauseda offered a second and all were in favor.

Phase 1D	280 Nandina	\$8,270.30
Phase 2B	200 Indian Hawthorn	\$8,560.30
Phase 2C-2/2C-1	165 Nandina	\$5,095.87
Phase 2E/2D-2	268 Nandina	\$7,939.06
Phase 3A-1/3A-2	190 Nandina	\$5,785.96
Phase 3C/1C	126 Nandina	\$3,884.01
Phase 4B	182 Nandina	\$5,565.13
Phase 4C/4E	184 Nandina	\$5,620.34
Phase 5A/5B	165 Nandina	\$9,550.10
THE COMMONS	92 Nandina/100 Indian Hawthorn	\$6,131.03
Total of all storm-related replacements:		\$66,402.10

Landscape Maintenance – Phase 3D/5D

A motion was made by Tina Sauseda that the Woodlake Outdoor scope of services be amended to include phase 3D at the cost of \$3,576.17 monthly, and phase 5D added to the scope of services at the cost of \$7,471.91 monthly. David Blom offered a second and all were in favor.

The Villas – Landscape Maintenance/Planting Plans

A brief discussion was held regarding the existing building plant plants. Management presented three proposed plant plans prepared by Woodlake Outdoor, to replace all other existing plans. A motion was made by Tina Sauseda that The Villas planting plans be replaced with the three plans presented. David Blom offered a second and all were in favor. Management was directed to survey other similar communities for policies regarding residents planting off-schedule plants in Association maintained landscape areas.

Caregiver Access Cards

A motion was made by David Blom that the Caregiver Access Card policy/agreement be amended to allow two (2) cards per household, and that Caregivers are allowed to accompany residents to the amenities. Tina Sauseda offered a second and all were in favor.

Control4 Controller Replacement

A proposal to replace the aging/failing Control4 unit at THE COMMONS was reviewed. Management was directed to request a proposal from Automation Integration for comparison.

Bearfoot – Pool Monitor Agreement

A motion was made by Tina Sauseda that the agreement submitted by Bearfoot Companies, with an initial term of 1-year is approved, with fees to be paid from account 06290007 (Pool Monitor). The agreement will renew for one-year terms and can be terminated with a 30-day notice. David Blom offered a second and all were in favor.

Pool Filter Media Replacement – THE COMMONS

David Blom made a motion that Cactus Environmental estimate #4068 is approved at the cost of \$4,709.60, and Sunbelt Pools quote #21-00557 is approved at the cost of \$2,197.97, with expenses paid from account 0683 (Pool Repairs). Tina Sauseda offered a second and all were in favor.

Heater Installation – THE LAGOON

Management presented proposals for consideration, to install heating units in the office/restroom building to be utilized during winter to avoid freezing pipes. Management was directed to seek proposals for dual (heating/cooling) units for use in the office and resubmit at a future meeting.

Prosper Fire Department – CERT Training

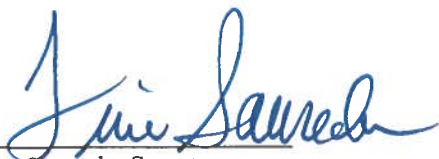
A motion was made by Tina Sauseda that the request for access is granted and Association staff is directed to cooperate as needed with Town/Fire Department personnel for CERT team training on June 19th. David Blom offered a second and all were in favor.

Prosper Education Foundation Contribution

A brief discussion was held regarding the reporting of the Community Enhancement Fee and Management was requested to modify the report for ease of use. No action was taken.

Adjournment

There being no further business to come before the Board, David Blom motioned to adjourn the meeting. Tina Sauseda seconded the motion and the meeting adjourned at 1:22 p.m.

A handwritten signature in blue ink that reads "Tina Sauseda". The signature is written in a cursive style with a large initial "T".

Tina Sauseda, Secretary

Approved 8/30/21