

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

Wednesday, May 4, 2022

3:30 p.m.

1001 Windsong Pkwy S. Prosper, Texas 75078

Call to Order/Establishment of Quorum

President, David Blom, called the meeting to order at 3:34 p.m. with Vice President Craig Martin, Secretary/Treasurer Tina Sauseda in attendance. Bob Harvey attended, representing CCMC.

Closed/Executive Session

The Board of Directors met in closed session to review confidential legal matters and covenants violation enforcement matters. No expenditures were discussed or approved during closed session.

Approval of Minutes

A motion was made by David Blom to approve the minutes of the November 17 and November 30, 2021 meetings as drafted. Craig Martin offered a second and all were in favor of approval.

Old Business

Audit Draft Approval – FY 2019

A motion was made by David Blom to approve the 2019 audit draft as presented by Butler Hansen PLC, and that the final draft be prepared upon receipt of the executed representation letter. Tina Sauseda offered a second and all were in favor of approval.

New Business

Ratify Expense Authorization

Expenses authorized outside of a meeting, listed below, and submitted for approval as noted. A motion was made by Tina Sauseda to ratify approval, seconded by David Blom and all were in favor.

Expense	Contractor	Expense Amount	Expense Account
Additional lounge chairs and umbrellas for North side of THE LAGOON	Koper Enterprises	\$19,417.68	Capital Expense - 881
Replacement cushions for pavilion furniture at THE LAGOON	Koper Enterprises	\$7,463.22	Reserves – GL TBD
Replace trash enclosure door hinges, enclosure doors at THE LAGOON, build sliding door at The Commons Pool	Entrust	\$23,160.09	Various
Failed plant replacements – various homes.	Woodlake Outdoor	\$5,440.42	Additional Landscape (Villas) - 61913
Live Oak replacements at "Mailbox Park"	Woodlake Outdoor	\$5,835.65	Additional Landscape (Villas) - 61913
Gravity Retaining Wall, downspout/drain re-run Dalea-2 units	Woodlake Outdoor	\$28,983.94	Additional Landscape (Villas) - 61913
Replenish Mulch	Woodlake Outdoor	\$29,027.24	Additional Landscape (Villas) - 61913

Failed plant replacements – various types - Common Area	WSR Grounds	\$39,911.29	Additional Landscape - 61913
Mulch Common Area tree wells and planter beds	WSR Grounds	\$55,721.69	Additional Landscape (Villas) - 61913
Purchase replacement Electric Vehicle	Excessive Carts	\$13,515.01	Reserves –GL TBD
Conduct Fish Study/Pond Health Report	Magnolia Fisheries	\$6,200.00	61801 – Lake/Pond Management
Replace all Fitness Center equipment	Fitco	\$90,004.46	Reserves – GL TBD
Entrance landscape renovation – Gee/Acacia	WSR Grounds	\$9,686.21	Additional Landscape - 61913
Replenish DG – Lakeside (Woodbine)	WSR Grounds	\$4,897.58	Additional Landscape - 61913
Replace failed Wax Myrtles (frost) & Nandina (animal damage) along open fencing	WSR Grounds	\$35,591.08	Additional Landscape - 61913
Crosswater – re-grade along Hike & Bike Trail to improve drainage, replace turf	Woodlake Outdoor	\$4,357.56	Additional Landscape - 61913

Deed Restriction Amendment: Rental Restrictions

Rental Rules and Policies, which will add a minimum ownership period prior to renting a home, define enforcement actions, and other related policies was presented for approval. A motion was made by Craig Martin that the Supplement to Community Manual, Attachment 11-Rental Rules and Policies are approved as presented, and recorded in the County of Denton. David Blom offered a second and all were in favor.

The Villas –Insurance Proposals

The proposals submitted by Scarbrough-Medlin for Property, General Liability and Wind/Hail deductible buy down policies for The Villas/Townhomes Service Area were presented. A motion was made by David Blom that the approval of the proposal presented by LIO Insurance for Property and General Liability insurance for The Villas is ratified, and that the Wind and Hail policy deductible buy down to 1% is approved at a cost of \$28,202.00. Craig Martin offered a second and all were in favor.

Landscape Maintenance Agreement – The Villas

The executive summary of the Request for Proposal (RFP) process undertaken by staff in 2022 was presented for Board review. An RFP was issued and submitted to prospective bidders for areas maintained by WSR Grounds. As outlined, respondents were asked to measure the common areas based on the details provided, and submit their costs. Due to the varying nature of the figures received, staff compiled an adjusted cost list based on a unit price from the vendor and the correct measurements. Upon recommendation from staff, the current Landscape Maintenance Agreement with WSR Grounds will remain in place, and proposals received are to be filed and shared with future homeowner volunteer leaders.

Audit Proposal – Butler Hansen PLC

The proposal submitted by Butler Hansen PLC, to perform an Audit of 2021 financial statements and prepare tax returns was presented. A motion was made by David Blom that the proposal to engage Butler Hansen, PLC to audit 2021 financial records is approved at a cost of \$7,850 and to engage the firms services to prepare State and Federal tax returns. Tina Sauseda offered a second and all were in favor.

Developer Promissory Note

Management submitted for Board review and acceptance the modified Promissory Note, presented by the Declarant, which includes additional subsidy payments and in-kind contributions received by WRCA. A motion was made by Tina Sauseda that the Promissory Note in effect between Windsong Ranch Community Association, Inc and VP Windsong Operations LLC is hereby amended to reflect amounts owed through March 31, 2022 as \$4,144,652.15. David Blom offered a second and all were in favor.

Prosper Education Foundation Contribution

A motion was made by David Blom that the payment to PEF authorized in March as the Q1 2022 contribution in the amount of \$400,000 is hereby ratified, and that a Q2 2022 payment in the amount of \$200,000 is approved. Tina Sauseda offered a second and all were in favor.

Adjournment

There being no further business to come before the Board, the meeting adjourned at 4:26 p.m.



Tina Sauseda, Secretary



Date