

**Winslow Farm Community Association, Inc.**  
**Board of Directors Meeting**  
**November 11, 2019**  
**Minutes**

Capital Realty, Inc. – Conference Room

**Board Members Present:** Brandon Cavaness, Lynne Marsh, Sandy Martin, Gary Wiggins.

**Homeowner:** Lynn Struve.

**Property Management:** Carole Damon, Capital Realty, Inc.

- I. Call to Order: 6:00 PM.
- II. Homeowner Comments (5 minutes each)  
Lynn Struve commented on a tree that needs to be removed at the Highland Avenue entrance near the WF sign. Carole thought that this is not in the common area and is therefore the owner's responsibility.
- III. Minutes
  - a. October 8, 2019: Approved with minor changes. Motion: Sandy, Second: Brandon.
- IV. Financials: Approved. Motion: Brandon, Second: Sandy.  
Consideration of the use of the donations made in 2019 (\$1700) was tabled.
- V. Task Registry: Painting of the wooden bridges remains to be completed. The City has still not replaced the street signs at the Highland Avenue and Winslow Farm Drive (east) entrances. Follow-up with Moss Creek Village is needed about the removal of the deteriorating electrical meters.
- VI. Exterior Alterations Request:
  - a. 2222 S Laurelwood Circle – fence request: Approved by 3 to 1 vote, with the stipulation that the latticework would be removed when the property is sold: Motion: Gary, Second: Sandy.
- VII. Pond Report
  - a. Trapper: Muskrats remain in the ponds, and several companies are being considered for their removal. Additional dredging this year of pond 3 was discussed. The expense can be listed in 2019, but payment deferred until 2020 when the work is done.
  - b. Sandy met recently with Pat Murphy, President of the Moss Creek Homeowners Association and had a long discussion of problems and plans associated with the ponds.

VIII. Unfinished Business

- a. Annual Meeting – recap: Lots of positive comments on the meeting were received, especially praise for the slides prepared by Sandy.
- b. New Board Member Orientation: Sandy is working on this.
- c. Management Job Description: Two variants of the job description for the property manager currently exist. Those need to be reconciled. A formal performance evaluation should be conducted no later than February 10, 2020 (2 weeks before the automatic renewal date of the existing contract, which is February 24, 2020. [The current contract runs through April 24, 2020, but automatically renews for one year “unless either party gives notice to the other party of its election to terminate or to renegotiate the terms of the contract at least sixty (60) days before the termination of this Agreement.”]

IX. New Business

- a. 2020 Projects and Goals: Prior to the meeting, Gary distributed a list of goals he considers desirable to accomplish before the end of 2020, and input on how best to accomplish some of those was solicited for this meeting. They were:
  - Modification of Section 10.12 of the WF CCRs to allow the WFCA Board to enforce the various rules in the same manner as a homeowner. It was suggested that the best way to accomplish this is through a special meeting of homeowners. Carole noted that the 1999 revision of the Bylaws were never recorded with the County Recorder’s Office. She will ascertain whether that can be done at this time.
  - Approval or rejection of certain policies (e.g., the WFCA Wet Pond Standards of 4/4/19 and the Winslow Farm Community Rules and Regulations (1996). No action was taken on either of these documents, which were distributed prior to the Board meeting.
- b. Snow Removal Contract: Approved.

X. Neighborhood Committee reports: None.

XI. Adjournment: 7:42 PM.

Respectfully submitted,  
Gary Wiggins