

Winslow Farm Community Association, Inc.

Board of Directors Meeting

Tuesday, December 13, 2022

Via Zoom

Board Members Present: Sandy Martin (President), Ted Boardman (Vice-President, Secretary), Anita Douglas (Treasurer), Joan Freeman, Joan, Lewis, Michael Dalton and Sharon Dalton (Pegasus Property management)

- I. Call to Order: 6:00 p.m.

- II. Minutes - A motion was made to approve the November meeting minutes.
MOTION – Anita Douglas SECOND - Joan Lewis PASSED

- III. External Requests for Alteration
 - a. Sandy reported one was forwarded to Sweetbriar Architecture Committee

- IV. Financials – Michael reported Pegasus Properties reviewed financials as of November 30.

- V. Old Business
 - a. Annual Meeting — Sandy and Anita would like us to reserve a space for the 2023 meeting soon because schedules fill up.
 - i. Joan said the YMCA would be another option.
 - ii. The only negative feedback on the Switchyard Pavilion location this year was the lighting was dim. Sandy was told this will be improved by the facility staff.
 - iii. Joan would like to compare costs for the two possible locations. Michael said he would provide the board with the cost for the Switchyard location and the YMCA.
 - iv. Michael said he would prefer to have homeowners submit a copy of their proxy in advance of the meeting, that would expedite his work counting proxies at the meeting. He would reconcile them with a spreadsheet comparing proxies turned in.

- b. Tree by Well on Pond 5 — Sharon reported it is possible that the tree could sink over time. This will be something we will look at when the work is done on the ponds in 2023.
- c. Annual Dues Letter — Sandy said the letter had been reviewed and approved by any board members who wanted to review it by email. Pegasus is currently preparing it for mailing.
 - i. Ted reminded the board that documents should be sent out in an accessible format, rather than as image scans of pages, as had been done with this document.
 - ii. Ted requested that future votes by email include a date votes are due and be longer than the time given to approve this document. Joan suggested three days from the date of a motion. For purposes of complying with section 3.11 of the WFCA bylaws, Ted said he consents to this action taken outside our board meeting and will include the action in the minutes.

VI. New Business

- a. Board Vacancy — Joan Lewis has agreed to another term on the board.
MOTION — Anita Douglas SECOND — Sandy Martin PASSED

VII. Pond Report

- a. Request For Proposals (RFP) for 2023 pond system repair project
 - i. Sandy said the board needs to review the RFP one more time. Ted said the RFP with previously submitted changes would be sent out again for the board to review.
 - ii. Ted said the border treatment was still a discussion item and that the interested board members had not yet visited sites that one contractor had offered to show them. The names of the neighborhoods were provided by PAF in their May presentation to the board, included in the minutes, and sent again with links to their neighborhood websites to Pegasus and Sandy in October to coordinate a site visit.
 - iii. Pegasus will be distributing the final RFP. Ted will provide them with contacts for companies.

- VIII. Homeowner Comments — Vertessa Hall asked Michael if work is being done at The Point on the water bodies. Michael said he will inquire to see the scope of that work and who is doing it.

IX.

i.

X. Adjournment — Motion Adjourn to executive session at 6:46 pm
MOTION — Ted Boardman SECOND — Anita Douglas PASSED

Begin forwarded message:

From: WFCFA President

Subject: For your approval

Date: December 6, 2022 at 2:31:49 PM EST

To: Joan Freeman, Pegasus Properties, Joan Lewis, Ted Boardman, Anita Douglas

If you agree to the attached, we can send the letter prior to the next Board meeting. Do I have a motion and second to accept?

Sandy

Begin forwarded message:

From: Joan Freeman

Subject: Re: For your approval

Date: December 7, 2022 at 7:10:05 AM EST

To: Joan Lewis

Cc: Sandy Martin, Ted Boardman, Anita Douglas, Pegasus Properties

I move to accept letter

Joan f

Begin forwarded message:

From: WFCFA President

Subject: Vote to send end of year letter.

Date: December 7, 2022 at 2:58:46 PM EST

To: Joan Freeman, Pegasus Properties, Joan Lewis, Ted Boardman, Anita Douglas

I received a motion from Joan F to approve the "end of year lette" and a second from Anita. Please vote yes to accept and mail the letter within the next few days and no if you do not approve.

Thank you.

I vote yes so we can send the letter before Christmas week. (I agree, I hate it that our bylaws have the payment due Jan 1. I think it is a TERRIBLE time to ask for a payment.)

Sandy

Begin forwarded message:

From: Anita Douglas <anita.douglas@att.net>

Subject: Re: Vote to send end of year letter.

Date: December 7, 2022 at 3:08:18 PM EST

To: WFCFA President

Cc: Joan Freeman, Pegasus Properties, Joan Lewis, Ted Boardman

I vote yes. We used to allow until Jan 31 before adding an interest or late fee.

Anita

Begin forwarded message:

From: Joan Lewis

Subject: Re: Vote to send end of year letter.

Date: December 7, 2022 at 6:29:52 PM EST

To: Anita Douglas

Cc: WFCFA President, Joan Freeman, Pegasus Properties, Ted Boardman

I vote yes, but I think we should continue to allow payment by Jan 31 before late fee is activated.

Joan L

Begin forwarded message:

From: Joan Freeman

Subject: Re: Vote to send end of year letter.

Date: December 7, 2022 at 9:08:25 PM EST

To: Joan Lewis

Cc: Anita Douglas, WFCFA President, Pegasus Properties, Ted Boardman

Yes, but with same unease about date as I'd mentioned.

Joan f

Begin forwarded message:

From: Sandy Martin

Subject: For distribution

Date: December 8, 2022 at 10:39:27 AM EST

To: Pegasus Properties

Cc: Joan Freeman, Joan Lewis, Anita Douglas, Ted Boardman, Vertessa Hall

Michael/Sharon,

I received four votes to approve the end of year letter for mailing as soon as it is convenient for you. All of us wanted to make it clear that no late fees will be charged until after the end of the month, even though the due date is Jan 1--but I don't think it wise to announce such. I believe that is a practice you have provided.

I haven't seen the email for the up-coming Board meeting for Tuesday. Do you need for me to resend?

Also, I sent a recap of the annual meeting and a forward with information concerning ATT work in the neighborhood. Given that none of the three emails have gone out--do you need for me to combine everything so we do not inundate with emails?

Sandy

December 13, 2022:

Written consent of director Ted Boardman is gen for this action.

—Ted Boardman

Ted Boardman

Approved 1/10/2023
Secretary