

Windsor Park HOA Board meeting minutes
February 1, 2024

Thursday, February 1, 2024, Windsor Park's Homeowners Association (WPHOA) Board of Directors convened a meeting at 1219 Windsor Park Drive. The attendees included Sherine Antoun, President, Judie Chapin, the Secretary/Treasurer, Rob Bergen, a Board member, Phillis Bowers, a Board member, and guest Paul Williams, representing PB&J Landscape Maintenance company. The meeting was called to order at 8:00 AM.

The main objective of the board meeting was to discuss the WPHOA landscape maintenance contract for the 2024 season. A Scope of Work was made available to all present and each line item was discussed in detail. Mr. Williams confirmed that a pesticide license has been applied for and is forthcoming and his insurance documents are on file with Heritage.

Suggestions were made to improve some of the issues the board had with the 2023 PB&J employee maintenance performance. Mr. Williams acknowledged those issues, and he assured the board they would be rectified during the 2024 season if his company were awarded the contract.

After fully discussing the pros and cons of our subdivision's problems and possible solutions, Rob Bergen and Paul Williams left the meeting to walk the easements behind the townhomes, bordering our southern subdivision to observe the weeds and how to keep them under control and adding a line item to the Scope of Work to cover the extra work. The seven-month contract would also be extended to nine months to cover the fall leaf cleanup. Mr. Williams agreed to resubmit a new proposal with those additional line items.

Upon Rob's return to the board meeting he gave an update on the irrigation system concerning equipment out for repair and repair quotes for equipment to be completed before the upcoming irrigation season. A fountain for the irrigation pond has been purchased and will be installed just before the irrigation season begins. The pond silt removal scheduled this year has been moved to 2024. Construction damage caused by the fiber optics company to our irrigation system and turf caused the delay of projects for 2023 resulting them being moved to 2024.

The board will request Heritage to mail or post on our website a reminder to WPHOA property owners to clean up pet waste, prepare properties for mowing the day of service before the landscape season begins. The reminder should also include where to find the No Mow Form available on the website to allow residents to opt out of landscape maintenance on their property.

After reviewing two more landscape proposals received by the board for the 2024 season the board unanimously agreed to accept the PB&J landscape maintenance proposal subject to the new terms to include the new line items and the cost for those additional items.

Sherine Antoun closed the meeting at 9:00 am.

Respectfully submitted,

Judie Chapin
Secretary/Treasurer WPHOA