

Meeting Minutes

Windjammer HOA

Date: April 16, 2026

Time: 6:30 p.m.

Meeting called to order by: Andrew Simons

In attendance

President: Andrew Simons; **Vice President:** Mark Pavlica; **Treasurer:** Kristina Root; **Waste Coordinator:** Jonas Hedlind with Polly Cambron; **Landscaping:** John Kwiatkowski for Marsha Madsen; **Covenant Coordinator:** Kristi Walsh; **Approving Authority:** Amanda Beihl with Gina Simler; **Admin. Support:** Shauna Messamer

Approval of minutes

The minutes were reviewed from the March annual meeting and were approved.

Reports

President

The President noted that the minutes from the prior meeting have not yet been posted to the website and requested that they be posted as soon as possible. The President raised a concern regarding delays in email communication, noting that there are extended gaps followed by multiple responses received at once. The Board discussed the proper procedure when a Board member does not know the answer to an email inquiry; members indicated they typically copy the individual they believe can assist in providing an accurate response. The President reported that contact was established with Alexis, the covenant violation monitor. The President also reported that a homeowner requested the HOA oppose a proposed new development; the Board noted the HOA does not have authority to speak on behalf of all homeowners in this matter, and the homeowner was advised to address the City directly.

Vice President

The Vice President reported that emails were initially sent to incorrect addresses, but the issue has been corrected. The newsletter has been drafted; upon final Board approval, Jonas will send it to

Gretchen for posting to the website, and an email notification will be sent to residents. A neighborhood garage sale is scheduled for June 13. The Board discussed a block party and will contact Josh to confirm whether he is willing to host again; the Board will also explore obtaining equipment from his church. The annual meeting will be scheduled for a date in November (to be determined).

Treasurer

The Treasurer reported that one homeowner has not made any payments in the current year and will proceed with preparation for filing a lien, obtaining the President's signature on the paperwork, and sending the notices via certified mail. The Treasurer offered to address any financial questions from the Board or residents. The Treasurer also reported an unidentified charge of approximately \$6 on the HOA account; the Treasurer will check with Landscaping Endeavors and Square and, if the charge cannot be verified, it will be treated as potentially fraudulent.

Landscaping

John attended on behalf of Marsha, who was out of town. John reported that water service has been turned back on, with a charge of \$70 per system; David will activate the sprinklers once the risk of freezing temperatures has passed. John noted that the backflow devices are due for inspection, pending receipt of required paperwork from CSU. Automatic payments have been established with Landscaping Endeavors, and Kristina completed the setup. Pre-emergent treatment for the common areas is subcontracted by Landscaping Endeavors; application timing will depend on weather conditions, and while treatment has not yet occurred, the neighborhood has been moved up on the schedule to receive higher priority. John reported that unauthorized advertising signs were found in the neighborhood and have been removed and that common-area clean-up continues to occur once per month. John also noted that the Villas landscaping representative commented that the neighborhood landscaping appears improved.

Covenant Coordinator

The Covenant Coordinator reported that Alexis conducted a subdivision inspection and documented approximately 200 items. The Board discussed the desired level of enforcement. The Board noted that the City is responsible for sidewalks and that citations are not required for sidewalk conditions. The Board also noted that items captured only via Google Maps should not be cited; enforcement should be limited to items visible from the exterior of the home. The Board discussed damaged electrical boxes and agreed the HOA may report concerns, particularly where a safety issue may exist. The Board decided that Alexis will need to review the amendments to the covenants to limit her violations to current covenant standards. Alexis will issue two courtesy postcards prior to Board involvement for unresolved violations.

Approving Authority

The Approving Authority requested to exchange roles with Gina, indicating she would like Gina to serve as the Board member while she transitions to a volunteer role due to additional family responsibilities. The Board noted that any Board member may resign at any time; if the individual is not an officer, no resignation paperwork is required.

Gina reported that all pending work is up to date.

The Approving Authority noted that an RV on Brigantine parked along the side yard does not have an approved request on file and is therefore in violation. She will follow up on the matter and noted that the property should have been flagged in Alexis' report.

Waste Coordinator

The Waste Coordinator stated he will contact the webmaster and will provide any additional information needed to share with her. Polly will take updated photos to improve the website. The Waste Coordinator will also discuss adding a calendar to the website.

The Board discussed whether to spend funds on additional mailed postcards or to move to digital-only notices. The Board voted not to purchase additional postcards at this time. The Board will use email reminders for now and will continue efforts to implement a website calendar.

A roll-off event is planned for June 17–19, contingent on securing a sufficient number of volunteers.

Next meeting

Next meeting will be held on May 21 at 6:30 p.m.

Motion to adjourn was made at 7:39 p.m. and was passed unanimously.