

Meeting Minutes

Windjammer HOA

Date: March 19, 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; **Landscaping:** John Kwiatkowski for Marsha Madsen; **Covenant Coordinator:** Kristi Walsh; **Approving Authority:** Amanda Beihl; **Community Greeter:** Cindy Thomas; **Admin. Support:** Shauna Messamer

Approval of minutes

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

Reports

President

The President called the meeting to order and requested that all Board members introduce themselves, noting that all but two members are new to the Board. The President reported that he has been managing incoming emails and has addressed all issues to date. Board members and homeowners were encouraged to reach out with any questions or concerns. The President further noted that several approvals remain pending and must be brought before the Board for consideration.

Vice President

The Vice President reported that the Lighthouse newsletter is typically distributed in April and stated that he will begin work to prepare and publish it. Discussion was held regarding the neighborhood block party, which has historically taken place in the fall. The Board also discussed the annual garage sale, noting that June—prior to Father’s Day—has yielded better participation. It was suggested that holding the garage sale concurrently with the Rampart Fair may increase traffic. The garage sale was scheduled for June 13.

Treasurer

The Treasurer reported that a lien may be necessary for the property at 3185 Windjammer Drive due to delinquency of two quarters, with a third quarter soon to be due, and stated that the lien process will be initiated. The Treasurer also noted that three additional homes have not paid their first-quarter dues. The monthly budget was distributed to the Board, and members were invited to contact the Treasurer with any questions or concerns.

Landscaping

John Kwiatkowski provided a landscaping update on behalf of Marsha Madsen.

The homeowners expressed a desire for improved communication with the Board. To improve communication it was requested that when Board members respond to emails, they use "Reply All" so that all Board members are aware that the matter has been addressed.

The Board discussed the possibility of opening the first 30 minutes of Board meetings to homeowners to allow them to address concerns directly. It was noted that a structured system would need to be established to ensure effective time management if this approach were implemented.

The formation of a landscaping committee was also discussed. The committee would assist with landscaping projects and potentially provide support to elderly homeowners. The Board agreed that this is a positive idea; however, volunteers would be required to sign a release of liability form prior to participation.

The Board reviewed the current landscaping budget. The budget reflects \$20,000 allocated for maintenance. At this time, it is estimated that approximately \$4,000 may remain unallocated, pending clarification of specific project costs. Additional funds may also be available due to reduced snow removal expenses this season.

It was noted that the Association's website requires an update to reflect the new Treasurer's information. The website is managed by 2D under a monthly contract; however, all requested updates must be submitted to them. Jonas volunteered to coordinate this update.

The Board discussed the location of HOA files, which are currently stored with the Treasurer and former Treasurers. Kristina will be receiving two additional filing cabinets at her residence to assist with records storage.

The Board expressed satisfaction with the performance of Landscaping Endeavors, noting that they are doing an excellent job and that invoice processing has been running smoothly.

It was reported that the potholes at the exit from Windjammer onto Lexington have been filled. Additionally, curb and gutter repairs at Windjammer and Commodore have been completed. The sidewalk repairs were completed and paid for by the homeowners. Cindy submitted the request through the GoCOS application.

Additional landscaping enhancements, including added color and visual improvements, will be made at Lexington and Windjammer. These improvements are being donated by John Kwiatkowski.

Finally, neighborhood children are advertising services in a flyer shown to the board. Homeowners interested in related services were advised to contact John Kwiatkowski directly.

Covenant Coordinator

The Covenant Coordinator stated that she will coordinate with the Treasurer to obtain contact information for the new Covenant Enforcement Contractor. It was reported that the covenant enforcement contractor is paid \$525 per month, conducts weekly inspections, and issues violation notices via postcard. The contractor operates under an at-will agreement, allowing the Board the option to seek a replacement if desired.

Approving Authority

A homeowner at 3665 Windjammer Drive submitted a request to add an additional dwelling to their property. This request must first receive approval from the City and must comply with the Association's covenants. Upon receipt of City approval, the Board will require submission of the building plans for further review and approval.

The homeowner at 8120 Schooler submitted a request for the installation of a pergola and a lean-to structure. This request requires City approval because it impacts lot space. It was noted that there is a size threshold under which City approval may not be required; however, confirmation of compliance with those limits is necessary.

Waste Coordinator

The Waste Coordinator reported that all matters related to trash services are functioning well at this time.

He further reported that he no longer manages the Association's website. Website administration, including the posting of meeting minutes, is currently handled by Gretchen, and meeting minutes are forwarded to her for posting.

Community Greeter

The Community Greeter reported that she continues to welcome new neighbors to the community. There were no additional updates to report at this time.

Next meeting

Next meeting will be held on April 16 at 6:30 p.m.

Motion to adjourn was made at 7:47 p.m. and was passed unanimously.