

Westchester Shores Homeowners Association
Board of Directors Meeting Minutes
Wednesday, January 21st, 2026

I. Call to Order/Establish Quorum

- Sharon Kemble called the meeting to order at 5:33 PM.
- Board members present were Sharon Kemble, Brian Kidd, Ross Silva(by phone), and Raquel Colom. Homeowners present were Scott Tobe, Laura Tobe, and David Swenson. Arnie Holder represented Ameri-Tech.

II. Proof of Notice

- Posted onsite and email sent.

III. Approval of Minutes from the October budget meeting, the October board meeting, and the November MRTA meeting.

- A motion to approve was made by Ross Silva and seconded by Brian Kidd. Approved.

IV. Treasurer's Report

- The balance sheet does not balance (approximately \$3,000 discrepancy). Ameri-Tech needs to verify.
- Ross to follow up with the Ameri-Tech accountant (Darryl) for clarification and correction. This is especially important as this is the 2025 year-end financials.
- Legal fees over budget by approximately \$5,000, potentially related to MRTA and lien activity. Ameri-Tech needs to verify.
- Request made to reconcile reserve balances year-over-year, including reserve expenditures and replenishments. Ameri-Tech needs to provide.
- Concerns discussed: Building maintenance over budget, increased electric costs, irrigation repair expenses, printing costs, and accounting and tax preparation costs. Ameri-Tech needs to provide.
- Ross to review invoices and supporting financial documents.

V. Manager's Report

- 1 unit with an attorney.
- 1 unit with 90+ days delinquent.
- 1 unit with 30+ days delinquent.
- The Board agreed to proceed with lien filing for the delinquent account.
- MRTA Revitalization Docs have been approved by the State. The attorney has submitted the local filing. Once finalized, the documents will be distributed to homeowners.

- Ameri-Tech to send an email reminder requesting homeowners update emergency contacts and vehicle information forms that were sent out in November. The reminder should include a note that the 2026 monthly assessment is \$490.

VI. Old Business

- **Lake Brothers:** Vendor change approved via email vote in November.
- The service agreement is \$120 a month. A motion was made by Brian and seconded by Ross. Approved/ratified in person.

VII. New Business

- **Tim Pehlke**, Director at Large, has resigned due to relocation. The board acknowledged and thanked him for his many years of service. Sharon Kemble, President, is appointing Anil Singh as his replacement. Motion made to approve **Anil Singh** (Unit 2644 #5) by Brian and seconded by Raquel, as the new board member. Approved.
- **Unit 2648 #6** balcony repair/replacement is scheduled for January 27 by Gilbert and Sons.
- The board requested Gilbert and Sons to **inspect all balconies** with prioritization and recommendations. Jaime Colom will be asked to be in attendance for the inspections on Tuesday.
- **Dryer vent and chimney services:** An estimate was provided by Swept Away, Inc. for \$2,376 for dryer vent cleaning. It was last completed in 2024. A motion was made by Brian and seconded by Raquel. Approved. A few homeowners will have their chimneys cleaned, and each of them will be responsible for the cost.
- **Soft wash buildings:** An estimate was provided by Squeegee Squad for \$2,300. There were concerns about paint integrity after the wash. The board requested references and additional due diligence. Arnie will contact a commercial painter to determine if this has any effect on the integrity of the paint. Additional discussion to take place in February.
- **Sealing/Repaving of the parking lot:** A proposal for sealcoat and paint pavement markings was provided by All-Phase Paving & Sealing for \$3,275. A second proposal was provided by Triple Crown Maintenance Group for sealcoat and stripe for \$8,869. There were concerns that sealcoating offers a limited benefit. Repaving estimates \$50,000– \$53,000. The reserves are currently insufficient. Arnie to follow up with additional quotes for further discussion in February.
- **Downspouts and underground gutter lines** need to be inspected for clogs. It was discussed to have inspections done more frequently and be proactive for maintenance purposes, although it's more difficult to assess due to the lack of rainfall. Arnie to discuss and obtain a quote from Gilbert and Sons and other vendors, pending cost.

- **Gate enhancement/irrigation:** Brian discussed that irrigation enhancements near the gate should be considered, should the HOA move forward on planting bushes/flowers. This is pending further review and proposals for such improvements.
- **Irrigation vendor deficiencies:** Ginkgo has identified some deficiencies that need to be addressed. Arnie reported that Ginkgo does a monthly check. Conversation deferred to next meeting due to time constraints.
- **Shared use pool agreement:** Sharon and Brian to meet with the Westchester Lakes Condos and discuss agreement obligations.
- **Westchester Lakes condo association.** The board is requesting detailed monthly billing transparency as to what we are billed for at \$550/month. The current annual cost is approximately \$6,600.
- **Volunteer Task Force to review bylaws and rules/regulations:** The Board discussed the need to review the documents and propose amendments, especially related to rule infractions, enforcement, and fines. Legal costs approximately \$450 per amendment. Brian volunteered to take the Lead.
- **HOA board required training class dates:** Ross and Anil to take the required class for certification.

VIII. Adjourned meeting at 6:58 pm.

IX. Next Steps / Follow-Ups

- February 18th next monthly meeting at the library.
- **Unit 2648 #6** balcony repair scheduled for January 27.
- Baconies inspections report.
- Dryer vents cleaning date to schedule/chimney sweeps
- To check references for the Squeegee Squad company(soft wash buildings)/paint integrity issues.
- Downspouts and underground gutter lines inspection/quote.
- Seal coating/repaving: further discussion.
- Gate enhancements/proposal.
- Irrigation vendor deficiencies: further discussion.
- Sharon & Brian to report on the pool meeting with the Condo association.
- Ross to report on financial discrepancies.
- Volunteer Task Force to review bylaws & regulations, next steps.
- Arnie to send reminders to homeowners regarding emergency contact info and a reminder of the 2026 monthly dues of \$490.
- Ameri-Tech to share HOA board classes dates.