

Westchester Shores Homeowners Association
Board of Directors Meeting Minutes
Wednesday, February 18, 2026

I. Call to Order/Establish Quorum

- Sharon Kemble called the meeting to order at 5:30 PM.
- Board members present were Sharon Kemble, Brian Kidd, Ross Silva, Anil Singh, and Raquel Colom. The homeowner present was Jaime Colom. Keith Phillips represented Ameri-Tech.

II. Proof of Notice

- Posted onsite and email sent.

III. Approval of Minutes from January 21st board meeting

- A motion to approve was made by Ross Silva and seconded by Raquel Colom. Approved.

IV. Treasurer's Report

- Ross confirmed that the balance sheet is now properly balanced.
- Ross discussed income and expense categories, including potential reclassification.
- Discussed ensuring all homeowner payments are accurately recorded and applied.
- Legal expenses totaling approximately \$6,000 were reported, excluding MRTA-related costs. Concerns were raised regarding the lack of detailed monthly reporting from legal counsel, the recovery of legal fees from delinquent homeowners, and the accurate reflection of homeowner-paid legal fees in the financial statements. The Board agreed that recovered legal fees should offset the Association's legal expense account when applicable.
- Keith Phillips will contact Greenberg Nikoloff, the HOA's legal counsel, to request detailed monthly reports. Arnie will distribute reports to the Board upon receipt. Further clarification is needed regarding the application of legal fees to homeowner accounts and financial statements.
- Multiple electrical charges were reviewed. Expenses appear to relate to street lighting, pump house, irrigation system, and entry gate. Recurring small charges raised concerns regarding possible duplicate or unnecessary billing. Management will review all electrical accounts and confirm that no duplicate or unnecessary services exist.
- Irrigation expenses totaling approximately \$2,000 for 2025 were discussed. Multiple minor repairs were noted. Concerns were raised regarding possible

damage caused by landscaping crews.

The Board will review the landscaping contract for repair authorization limits and responsibilities.

- Building maintenance expenses exceeded budget (\$13,000 actual vs. \$7,000 budget).

A significant portion of expenses was attributed to Gilbert & Sons. The Board discussed possible misclassification of expenses between operating and reserve accounts. The Board will review expense coding for proper allocation.

- Keith Phillips proposed establishing a shared Board email account to allow access to an online platform, CINC, for invoice review and documentation. Anil volunteered to create the shared email account.

V. Manager's Report

- 1 unit with attorney.
- 1 unit with 30+ days delinquent.
- 1 unit with 90+ days delinquent.
- Accounts 60 days past due will be referred to the Association attorney.
- No payment extensions will be granted without Board approval.
- Specific accounts were discussed, including discrepancies in balances and payment status.
- Management will contact the attorney to confirm payment status on all delinquent accounts.
- Management to follow up on specific units with unclear balances or payment applications with Accountant Darrell Passigue.
- Management to proceed with lien or collection actions as necessary.

VI. Old Business

- **MRTA:** The documents have been printed and distributed to homeowners. Only a limited number were mailed.
- **Balcony Inspection and Repairs:** The balconies were inspected by Paul Gilbert and findings were shared with the board. There is 1 balcony requiring full replacement (estimated \$5,500), 10 balconies requiring recoating (estimated \$4,200–\$6,200 total), and 3 balconies requiring partial repairs (cost to be determined after further inspection). The current balcony reserve balance is approximately \$18,000. The Board members discussed prioritizing safety and addressing urgent structural issues first. Brian Kidd motioned to replace the identified balcony and proceed with necessary repairs for balconies requiring immediate attention, with the remaining recoating work to be evaluated after completion and cost review, and seconded by Ross Silva. Approved.

VII. New Business

- **Pool Shared Use Agreement:** The shared use agreement with Westchester Lakes Condo association remains unchanged. A reservation system for the pool has been implemented. Raquel Colom will serve as the point of contact for pool reservations. Arnie is to send a notice to homeowners explaining the pool reservation process.
- **Dryer vent & Chimney cleaning:** Dryer vent cleaning by Swept Away is scheduled for March 5, 2026. Chimney cleaning will also take place on March 5, 2026, and is the responsibility of individual homeowners. Arnie to send advance notice to homeowners with details and instructions.
- **Emergency Contact Forms:** Arnie to provide a report indicating the number of outstanding forms and follow up with homeowners as needed.
- **Squeegee Squad, soft wash update:** A proposal was received for approximately \$2,300 to soft wash the townhome buildings. The proposal excludes garages. Clarification is needed regarding whether railings are included. According to three painters, the integrity of the paint will not be compromised. Ross motioned to approve, seconded by Raquel.. Approved.
- **Downspouts/Gutter Lines:** Arnie needs to send someone to inspect and provide a quote.
- **HOA board required training classes:** The next certification class is on March 3rd.

VIII. Further Discussions

- Task force to review bylaws, rules and regulations for amendment recommendations. Brian to lead.
- Mill & pave: Not proceeding at this time
- Gate enhancements: Not proceeding at this time.
- Irrigation vendor deficiencies: To review their contract.

IX. Next Steps / Follow-Ups

- March 18th next monthly meeting at the library.
- March 5th: dryer vent & chimney(a few homeowners) cleaning by Swept Away, Inc. Arnie to send advance notice to homeowners with details and instructions.
- Arnie to send an eblast to homeowners explaining how to reserve the pool for events.
- Keith Phillips will contact legal counsel, Greenberg Nikoloff, to request detailed monthly reports.

- Arnie to provide a summary of legal fees billed versus recovered from homeowners.
- Arnie to contact the attorney to confirm payment status on all delinquent accounts and inform the board.
- Gilbert and Sons to replace 2644 #4 and proceed with necessary repairs for 3 balconies requiring immediate attention.
- Management will review all electrical accounts within the accounting system.
- The board is to review landscaping contract terms regarding repair authorization limits.
- Ross to follow up with Darrell for any clarification of questions regarding finances before the next meeting.
- Brian to recruit homeowners for the task force to review bylaws & amendments.
- Anil to create the shared board account email. Ameri-Tech to assist in training of CINC.