

**WESTCHASE COMMUNITY ASSOCIATION, INC.**  
**REGULAR BOARD OF DIRECTORS MEETING**  
Nov 17, 2022

**MINUTES**

**I. CALL TO ORDER**

A meeting of the Board of Directors for Westchase Community Association, Inc. was held Nov 17, 2022 at the Westchase Community Association management office located at 10049 Parley Drive. Shawn Yesner, President, called the meeting to order at 6:00 PM following the resident forum.

**II. ROLL CALL**

**Directors Present:**

Shawn Yesner  
Jim Brinker  
Eric Holt  
Michele DelSordo  
Dale Sells  
Jack Maurer

**Management & Staff:**

Debbie Sainz, CAM  
Dwight Kilgore, RFM

**VMs, Alternates & Committee Members:**

Joe Odda

**Directors Absent:**

Blakley Echeverry

**III. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**IV. CONSENT AGENDA**

Dale Sells motioned to approve the consent agenda items: Oct 13 meeting minutes, Glencliff Budget 2023, Rollover of Excess Income 2022, Ratify DoneRite Roofing plywood pricing approval. Eric Holt seconded the motion. Vote was taken and the motion carried 6-0

**V. OLD BUSINESS**

**▪ WCA New Google Email Accounts**

- Eric Holt worked with TBTech to create new google emails for each of the board members and association management staff and presented the plan to transition to the new emails.
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Eric Holt motioned to formally adopt the new Google Emails for WCA business and to be fully transitioned no later than the Sept 2023 board elections. Dale Sells seconded the motion. Vote was taken and the motion carried 5-1 (Jim)

**• WCF Tennis Tournament**

- Request was being made from AB Tennis who will be working with the WCF to host a tennis tournament Feb 4-5, 2023 at the associations facilities. The following was requested by the WCF and AB Tennis:
  - Use of all 8 tennis courts and 6 pickleball courts for the entire weekend of the event
  - Allow the service of alcohol and food during the event

Jim Brinker motioned to allow alcohol at the Feb 2023 tennis tournament and to require the WCF to obtain the required permits and insurance policy for liquor liability. Shawn Yesner seconded the motion. Vote was taken and the motion carried 6-0

- **Lifeguard A/C Unit Conduit**

Dale Sells motioned to approve the quote from Borrell in the amount of \$4677 to install new conduit to the lifeguard building for a previously approved mini-split a/c system. Jim Brinker seconded the motion. Vote was taken and the motion failed 1 (Dale) - 5

Jim Brinker motioned to approve installing a more powerful higher end standing portable a/c unit in the WPV lifeguard office with cost not to exceed \$1200. Jack Maurer seconded the motion. Vote was taken and the motion carried 6-0

- **Avery Construction Contract / Bathroom Renovations**

Dale Sells motioned to approve the quote for the Builders Risk insurance policy for the bathroom renovations. Eric Holt seconded the motion. Vote was taken and the motion carried 6-0

Eric Holt motioned for the WCA to rent a POD to be placed at the Countryway facility to store the renovation supplies and to rent a palette jack to move the current tiles located in the parking lot into the POD. Jim Brinker seconded the motion. Vote was taken and the motion carried 4-2 (Dale, Jack)

**VI. TREASURER'S REPORT**

**VII. COMMITTEE REPORTS**

**Covenant Committee**

**Modifications Committee**

**Master Plan Committee**

- Pool Furniture Replacement – 2 quotes for new resort style furniture were submitted to the board:
  - Costco – resin frame w/fabric
  - A&K – aluminum frame w/fabric

Dale Sells motioned to defer the discussion of new pool furniture to the first quarter of 2023. Eric Holt seconded the motion. Vote was taken and the motion carried 6-0

**VIII. NEW BUSINESS**

➤ **Board Proposed Fines/Appeals**

- **Owner Appeals**
  - **O-1 (9953 Stockbridge)**

Dale Sells motioned to deny the owner appeal on O-1 and to uphold the fine. Jim Brinker seconded the motion. Vote was taken and the motion carried 6-0

○ **O-2 (12007 Marblehead)**

Dale Sells motioned to waive the entire \$1,000 fine. Eric Holt seconded the motion. Vote was taken and the motion passed 6-0

• **Tabled & Proposed Fines**

Dale Sells motioned to accept the proposed motion to not impose a fine on T-1, T-2, T-3, T-5, T-7, T-8, P-3 and P-4. Michele DelSordo seconded the motion. Vote was taken and the motion carried 6-0

Dale Sells motioned to accept the proposed motion to table the proposed fine on T-4 to the Mar 2023 board meeting. Michele DelSordo seconded the motion. Vote was taken and the motion carried 6-0

Dale Sells motioned to accept the proposed motion to table the proposed fine on T-6 to the Dec 2022 board meeting. Michele DelSordo seconded the motion. Vote was taken and the motion carried 6-0

Dale Sells motioned to accept the proposed motion to impose a \$1,000 fine on P-1 and P-2 for the resident's use of the WCA facilities to be suspended, with enforcement suspended and the fines subsequently waived provided the violation does not reoccur within the next 3 months (thru 02/09/2023). Michele DelSordo seconded the motion. Vote was taken and the motion carried 6-0

➤ **Request by Owner to Refund \$150 Variance Fee**

Dale Sells motioned to refund the \$150 variance fee to the owner of 10112 Radcliffe Dr. No one seconded the motion – motion fails – refund denied

➤ **Reserve Line Items Fully Funded**

Dale Sells motioned to create a temporary working group to accumulate, evaluate and prioritize projects for maintenance or replacement at the WCA facilities excluding those that are already in process, with the group consisting of Dale Sells, Jack Maurer, John Mogge, Debbie Sainz and Dwight Kilgore. Eric Holt seconded the motion. Vote was taken and the motion carried 6-0

➤ **Head Lifeguard Position (Ratify Motion)**

Eric Holt motioned to ratify the unanimous motion taken via email creating the position of a head lifeguard. Michele DelSordo seconded the motion. Vote was taken and the motion carried 6-0

**Head Lifeguard Job Description**

Eric Holt motioned to accept the head lifeguard job description as prepared by Dwight Kilgore. Michele DelSordo seconded the motion. Vote was taken and the motion carried 6-0

Shawn Yesner motioned to allow Dwight to hire someone for the head lifeguard position immediately with continued employment contingent on a negative drug test. Michele DelSordo seconded the motion. Vote was taken and the motion carried 6-0

## IX. OTHER BUSINESS

### ➤ Email Notifications Committee

Eric Holt motioned for the following committee members be appointed to the Email Notifications Committee: Eric Holt as chair, Ken Cellupica and Jim Brinker as members. Jim Brinker seconded the motion. Vote was taken and the motion carried 6-0

### ➤ Employee Minimum Wage Change

Dwight Kilgore, Facility Manager, proposed to increase the current starting wage from \$12 to \$13, to increase each employee's current wage by \$1, and to change the morning hours differential pay from \$15 per hour to be a \$ .50 increase over base pay for those working the morning 7am-10am shift and the evening hours of 7pm-9pm.

Dale Sells motioned effective Jan 1, 2023 the WCA starting wage will be \$13 per hour and to change the differential pay to additional \$.50 per hour for the morning 7am-10am shift and the evening 7pm-9pm shift. Jack Maurer seconded the motion. Vote was taken and the motion carried 6-0

### ➤ Staff/Non-Staff Year End Gifts

(Debbie Sainz & Dwight Kilgore were asked by the board to leave the meeting at this point for the board to discuss this in private – WOW reporter remained as this was not an executive session)

Shawn Yesner motioned to approve the following gifts for WCA facility staff: Dwight Kilgore - \$400; new lifeguards under 1 year employment \$100 each; lifeguards employed 1-3 years \$200 each – total staff gifts \$2,200 of a \$5,000 budget. Dale Sells seconded the motion. Vote was taken and the motion carried 6-0

Shawn Yesner motioned to approve the following gifts for WCA non- staff (GPI contracted employees): Calvin Boyd (night inspector) - \$350; Debbie Sainz \$1250; Charlotte Adams \$1250; Cyndi Moses \$500 – total non-staff gifts \$3350 of a \$3500 budget. Michele DelSordo seconded the motion. Vote was taken and the motion carried 5-1 (Eric)

**8:45pm**

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Blakely Echeverry  
Westchase Community Association, Inc.  
Secretary