

WESTCHASE HOMEOWNER ASSOCIATION, Inc.

Board of Director's Meeting Minutes 10049 Parley Drive, Tampa, FL 33626 *August 14, 2025, at 6:00 p.m.*

I. CALL TO ORDER

The Board of Director's meeting was called to order at 6:06 p.m. by Michiel Oostenbrink.

II. VERIFICATION OF QUORUM – ROLL CALL

Board of Director's present are Michiel Oostenbrink, Jack Maurer, Jessica Siddle, and Theresa Lanzer. Absent were Rick Goldstein, Terry Boyd and Nancy Sells.

Also present was Jennifer Jordan (HOA Community Manager) and Sheila Bryant (HOA Community Manager) from Inframark.

III. VERIFICATION OF MEETING NOTICE

The Board of Director's meeting notices were posted on the Westchasewca.com website, bulletin boards, monuments, and the WOW publication to all owners.

IV. PLEDGE OF ALLEGIANCE

V. OPEN FORUM – Member comments

Homeowners present had an opportunity to speak to the Board of Directors for any agenda topics.

VI. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

(M) Motion made by Michiel Oostenbrink to approve the July 10, 2025 meeting minutes with an amendment to the minutes originally made by Rick Goldstein to approve the Board President to authorize expenses up to \$5,000 as needed for Westchase including any change order up to that amount. Seconded by Theresa Lanzer.

(M) Jack Maurer amended the motion made by Michiel to approve the Board President to authorize any expenditure up to \$5,000. Seconded by Theresa Lanzer, all in favor. **MOTION PASSED (4/0)**

VII. TREASURER'S REPORT

Michiel Oostenbrink updated the Board regarding the 2024 Association Audit and Taxes DRAFT completed by Mike DeMare from Affinity CPA who came to a prior meeting to present the draft Audit to the Board.

(M) Motion made by Michiel Oostenbrink to approve the 2024 Association Draft Audit performed by Mike DeMare from Affinity CPA. Seconded by Jack Mauer, all in favor. **MOTION PASSED (4/0)**

Michiel Oostenbrink gave an update regarding the historical transition detail update from Greenacre to Inframark. Inframark provided extra work to ensure all historical account detail were included into all owner account ledgers during the transition process. Jennifer shared details about the data dump that was sent by Greenacres without proper organization. Therefore, extra hours and time are needed to ensure organization of all files for ARC modifications, compliance violations, and Westchase association documents. We will process an internal audit of all files to ensure Greenacres has shared all pertinent information from the transition.

The 2026 Budget workshop will be planned for around mid-October so that it is ready by November to be shared with the voting members and coupons issued to all residents by December 1st.

(A) Financial meeting with Julie (Adjust GL and balances with cash apps)

(A) 2026 Budget workshop mid-October with Budget meeting scheduled for late October.

VIII. OLD BUSINESS

1) Michiel discussed the Voting Members meeting on association discussions regarding lifeguards and cost options for staffing within legal limitations for Florida Department of Health laws and insurance compliance. Michiel shared the polling results from the voting members meetings which were more in favor of having lifeguards for the summer from May to September.

Per a request from Swim & Tennis Committee, there was discussion regarding weekend pool hours for both Countryway (CW) and West Park Village (WPV) pools and to allow to open the WPV pool on weekends at 8am.

- (M) Motion made by Michiel Oostenbrink to approve WPV opening pool hours to be adjusted on weekends to open at 8:00am versus 10:00am with the amended motion to begin on August 16th, 2025. Seconded by Jack Mauer, all in favor. **MOTION PASSED (4/0)**

IX. NEW BUSINESS

1. **Board proposed Fines/Appeals:** The Board reviewed each of the homeowner requests for appeal. There are none at this time.

2. **Appoint Committee Members** (Modifications, Swim and Tennis, or Others)

- (M) Motion made by Theresa Lanzer to approve Brad Swindell to the Modifications Committee and to appoint Mary Griffin as an alternate, and to approve Mike Ward to the Swim and Tennis Committee. Seconded by Jack Maurer, all in favor. **MOTION PASSED (4/0)**

- Brad Swindell – Modifications
- Mary Griffin – Modifications Alternate
- Mike Ward – Swim & Tennis

3. Youth Water Polo Program Swim Team School Proposal

Rain City Water Polo Club has requested a partnership in renting the pool. Multiple associations have constantly reached out to rent the pools for their organizations over the prior years. As of now, we are currently contracted with Pipeline for the utilization of Westchase pool amenities. The Youth Water Polo Club proposal was not accepted.

4. Clarify Incentive Pay Hours/Rates for Association Staff and Lifeguards

Payroll for the lifeguards has been cumbersome for management due to the incentive pay offered for 4 hours increments from 7am to 11am and then 5pm to 9pm. The incentive pay was \$.50 additional for those working within those hours which almost encompassed all lifeguards every day. Since the incentive pay was to entice personnel to open and close the pools due to additional duties, management requested that the Board consider making the incentive pay to only be for those lifeguards who actually open and close the pools and only for 2 hours instead of 4 hours.

- (M) Motion made by Jesscia Siddell to designate incentive pay of \$.50 for the first two and last two hours only of lifeguard shifts at both CW & WVP pools. Seconded by Theresa Lanzer, all in favor. **MOTION PASSED (4/0).**

5. Discuss and Approve WCA Website Contract – Off the Page Creations

- (M) Motion made by Theresa Lanzar to approve the WCA Website renewal Contract for one year at \$95 per month for 6 hours per year. Seconded by Jessica Siddell, all in favor. **MOTION PASSED (4/0)**

6. Review and Approve Compliance letters

Inframark is creating customized templates with logos for 4 different compliance violation letters such as Courtesy Notice, Reminder Notice, Hearing Notice (Certified) and Fine Decision Letter. Inframark will be sharing customized templates with corporate office to ensure they work with the Vantaca system and to the Board for their approval. Jennifer Jordan explained the process of compliance violations to the Board and homeowners present and explained FL Statute 720 on how violation hearings are handled with letters process, covenants committee process, and fines to owners.

7. Discuss Violations Identified by Inframark to Date and Approach on How to Handle July violations

- August violations - 304 courtesy notices, 2 closed/resolved, 302 outstanding. 149 violations were from landscaping. The Board discussed the need to allow residents to get adjusted to new management and transition changes, as well as ensure all owners have created accounts with Vantaca so it was requested for Inframark to start the violations process the week of September 2, 2025.

(A) Start violations in September

(A) Share violation letter templates with Board once customization and logos can be attached to Vantaca system.

8. Discuss Property Management Transition Items

Table of deliverables – Discussion will be scheduled with Michael Oostenbrink and Theresa Lanzar, to discuss what is needed and when items are due.

(A) Transition meeting with Board within the next 2 weeks.

- (M) Motion made by Jessica Siddell to approve emergency repair for the WPV pump #2 in the amount of \$3,386.59 with Aqua Triangle Pool. Seconded by Jack Mauer, all in favor. **MOTION PASSED (4/0)**

X. COMMITTEE REPORTS

1. Covenants Committee:

None at this time.

2. Government Affairs Committee:

The crosswalk is not being installed by Hillsborough County. Discussion commenced regarding the trail.

3. Modifications Committee:

73 total ARC requests reviewed including Westchase Station with Stanley Martin Homes and newly revised INSG.

4. Swim & Tennis Committee:

Swim & Tennis Committee currently has 7 members and would like to add 1 more. The committee will be searching for the swimming candidate that they are looking specifically to

fill the open seat for swimming. It was also noted that Alex from AB Tennis was utilizing 3 tennis courts for lessons in the mornings.

5. Renovations Committee:

None at this time.

XI. COMMUNITY ASSOCIATION MANAGER'S REPORT

Tabled until after transition, all documents are needed from Green Acre properties.

XII. OTHER BUSINESS

XIII. ADJOURNMENT

- (M) Motion made by Theresa Lanza to adjourn the meeting at 9:25 p.m. Seconded by Jack Mauer, all in favor. **MOTION PASSED (4/0)**

Legend: (M) Motion (T) Tabled (A) Action