



WESTCHASE COMMUNITY ASSOCIATION

Board of Director's Meeting Minutes

10049 Parley Drive, Tampa, FL 33626

September 11, 2025, at 6:00 p.m.

I. **CALL TO ORDER**

The Board of Directors meeting was called to order at 6:00 p.m. by Michiel Oostenbrink.

II. **VERIFICATION OF QUORUM – ROLL CALL**

Board of Directors present are Michiel Oostenbrink, Jack Maurer, Jessica Siddle, Terry Lanzar, Eric Holt, and Ashley Wait-Woodcock.

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 meeting agenda topics.

VI. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

- (M) Motion made by Jack Maurer to approve the August 14, 2025 meeting minutes with an amendment to the spelling of names, and addition of Pipeline contract action item requested by Terry Lanzar. Seconded by Terry Lanzar, all in favor

IV. **ELECTION FOR OFFICER POSITIONS**

President: (MICHIEL OOSTENBRINK)

- (M) Motion made by Eric Holt to approve Michiel Oostenbrink to the President title position on the Board of Directors. Seconded by Ashley Wait-Woodcock, all in favor. **MOTION PASSED (6/0)**

Vice President: (TERRY LANZAR)

- (M) Motion made by Jack Maurer to approve Terry Lanzar to the Vice President title position on the Board of Directors. Seconded by Eric Holt, all in favor. **MOTION PASSED (6/0)**

Treasurer: (ERIC HOLT)

- (M) Motion made by Jack Maurer to approve Eric Holt to the Treasurer title position on the Board of Directors. Seconded by Terry Lanzar, all in favor. **MOTION PASSED (6/0)**

Secretary: (JACK MAURER)

- (M) Motion made by Terry Lanzar to approve Jack Maurer to the Secretary title position on the Board of Directors. Seconded by Eric Holt, all in favor. **MOTION PASSED (6/0)**

Interested candidates for Board open vacancy

Marlon Santos

Tim green

Mary Griffin

Jason Jozefiak

V. APPOINTMENTS FOR COMMITTEE POSITIONS

WOW Liaison - Jessica Siddle

GAC Liaison - Ashley Wait-Woodcock

- (M) Motion made by Eric Holt to approve the Board Liaisons for the WOW & GAC committees. Seconded by Jack Maurer, all in favor (6/0)

VI. DESIGNATION OF SIGNATORIES ON ASSOCIATION BANK ACCOUNTS

- (M) Motion made by Michiel Oostenbrink to approve Eric Holt and Michiel Oostenbrink as signatories and approve on bank accounts and Strongroom and add Terry Lanzar as 3rd person and remove Terry Boyd for Signatory and Bank accounts. Seconded by Ashley Wait-Woodcock, all in favor. **MOTION PASSED (6/0)**

VII. DESIGNATION OF LIAISON TO MANAGER AND ATTORNEY

- (M) Motion made by Michiel Oostenbrink to approve the President to be the designated liaison to the management company and HOA Attorney. Seconded by Ashley Wait-Woodcock, all in favor. **MOTION PASSED (6/0)**

- (M) Motion made by Eric Holt to designate Terry Lanzar to manage the management contract and deliverables oversight. Seconded by Jessica Siddle, all in favor. **MOTION PASSED (6/0)**

VIII. PROCEDURES FOR BOARD RECEIPT OF BOARD INFORMATION

- (M) Motion made by Ashley Wait-Woodcock to approve the procedures for preliminary Board packets and information by Friday week prior to meeting by 5pm to entire Board and then have final agenda and packet to Board by Monday week of meeting at 6pm. All emergency items added must be added no later than Tuesday week of meeting by 5pm. Seconded by Terry Lanzar, all in favor. **MOTION PASSED (6/0)**

IX. PROCEDURES FOR POSTING MEETING NOTICES

- (M) Motion made by Eric Holt to post notice of meetings on the WPV Bulletin Board and on website and Seconded by Jack Maurer, all in favor. **MOTION PASSED (6/0)**

X. LIMITED AUTHORITIES GRANTED

1. *Authority of President to authorize monetary expenditures without Board vote*

- (M) Motion made by Jessica Siddle to have President approve any expenditures up to \$5,000. Seconded by Terry Lanzar, all in favor. **MOTION PASSED (6/0)**

2. *Authority of Manager to authorize monetary expenditures without Board vote*

- (M) Motion made by Eric Holt to grant Property Manager approval for any non-emergency expenditures up to \$2,500 and anything outside normal operations. Seconded by Jack Maurer, all in favor. **MOTION PASSED (6/0)**

3. *Authority of President to make decisions regarding collection and enforcement litigation (including pre-suit mediation) without Board vote*

- (M) Motion made by Michiel Oostenbrink to continue to be authorized as President to make decisions regarding collection and enforcement litigation without board approval. Seconded by Eric Holt, all in favor. **MOTION PASSED (6/0)**

XII. MEETING MINUTES/TRANSCRIBED/TAPES DESTROYED

- (M) Motion made by Jack Maurer to keep records from transcriptions and tapes for 90 days. Seconded by Terry Lanzar, all in favor. **MOTION PASSED (6/0)**

XIII. BOARD CERTIFICATIONS/EDUCATIONAL REQUIREMENTS

For all associations with more than 2,500 units, 8 hours of Continuing Educational Credits are required for all Board members that can be accessed from Becker's website.

XIV. DISCUSS AND VOTE TO APPROVE 2026 GLENCLIFF BUDGET

- (M) Motion to approve 2026 Glencliff budget as submitted by Shirley Boyd. Seconded by Jessica Siddle, all in favor. **MOTION PASSED (6/0)**

XV. WEST PARK VILLAGE CURB & STREET PAINTING & STRIPING FOR NO PARKING ZONES

Michiel provided update from Hillsborough County regarding the update for striping and signage. Signs are up but markings are currently underway with a deadline of 9/30.

XVI. DISCUSSION AND POSSIBLE VOTE ON LIFEGUARDS SWIM & TENNIS CENTERS

Michiel Oostenbrink discussed the options presented to the Voting Members and the poll results during the August meeting. The Board discussed the lifeguards versus pool monitors and duties.

NEXT BOARD MEETING DATE: MONDAY, SEPTEMBER 15TH AT 7:30PM at WPV

Action Items:

- A. *Board is requesting all contracts for Pipeline Swimming original and addendum. What is Patrick bringing to Westchase? What abilities can he bring to residents? – Jennifer Jordan*
- A. *Interested candidates to email Candidate Bios to management, then management will send to Board by EOD Friday. Add 9/15 Meeting Agenda on website and posted on bulletin boards, and monuments updated – Jennifer Jordan/Alice Rivera*
- A. *Get confirmation of any pending items on GAC as well as updated name on the GAC Committee – Ashley Wait-Woodcock managing?*
- A. *Ask Kim for the schedule availability for CHAD (Sherriff) to attend the VM meeting – Terry Lanzar managing?*
- A. *Board email addresses for new board members and verifying prior Board data retention with Tampa Bay Tech – Michiel Managing?*
- A. **Agenda item** - *GAC policies and Resolutions – New Business in next month's meeting – Jennifer Jordan*
- A. **Agenda item** - *New Welcome Committee Member Stephanie Lambre in next month's meeting – Jennifer Jordan*
- A. *Send new board members the link and list of documents needed for them to familiarize with Westchase – Jennifer Jordan*
- A. *Board to meet with Inframark and have a workshop meeting to discuss pool monitor duties and plan without lifeguards – Board/Inframark*
- A. *Inframark to obtain Quotes: Janitorial proposals, facilities manager, pool monitors staffing, cabana tennis attendant. Deadline: October 7th – Jennifer Jordan/Inframark*

XVII. ADJOURNMENT

- (M)** Motion made by Terry Lanzar to adjourn the meeting at 9:17 p.m. Seconded by Ashley Wait-Woodcock, all in favor. **MOTION PASSED (6/0)**

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