



WESTCHASE COMMUNITY ASSOCIATION

Board of Director's Meeting Minutes

10049 Parley Drive, Tampa, FL 33626

January 8, 2026 at 6:00 p.m.

I. CALL TO ORDER

The Board of Directors meeting was called to order at 6:09 p.m. by Michiel Oostenbrink.

II. VERIFICATION OF QUORUM – ROLL CALL

Board of Directors present: Michiel Oostenbrink (departed mid-way due to an emergency), Jack Maurer (via virtually), Eric Holt, Jason Jozefiak, Ashley Wait-Woodcock and Jessica Siddle. Director Absent: Terry Lanzar.

Also present was Jennifer Jordan, Director of Community Management with Inframark and Karen Marrero, Community Manager.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

IV. VERIFICATION OF MEETING NOTICE

The Board of Director's meeting notice was posted on the Westchasewca.com website, emailed to residents through Vantaca with an agenda, and added to the WPV bulletin board.

V. OPEN FORUM

Homeowners were able to ask the Board questions about various issues of discussion.

VI. REVIEW AND APPROVAL OF MINUTES

(M) Motion made by Eric Holt to approve the meeting minutes from December 17th, 2025, Seconded by Jason Jozefiak. MOTION PASSED (6/0)

VII. FINANCIALS - TREASURER'S REPORT (Eric Holt)

Reserve methodology - Component vs Pooled: Tabled
Collection Summary \$46,000

VIII. MANAGEMENT REPORT

Jennifer Jordan presented the monthly management report to the Board of Directors.

- Violations: 311 reported in December; the majority were courtesy notices related to exterior maintenance.
- New Owners: 7 new owners recorded for the month of December.
- Resident Emails: Approximately 2,337 resident email addresses are currently on file.
- Maintenance Update: Lanic Corporation is awaiting a part from the manufacturer and will not return to complete the work until it has been received.

COMMITTEE UPDATES

Modifications Committee

(M) Eric motioned to approve holding modification meetings on the 1st and 3rd Tuesdays of each month at 5:00PM to avoid conflicts with VM meetings. Jason Jozefiak seconded the motion. All in favor. Motion carried 5/0

Government Affairs Committee (GAC)

(M) Eric Holt motioned to remove all existing members of the committee, with the exception of the Chair. Jack Maurer seconded. All in favor. Motion carried. 5/0

(A) Need volunteers and GAC resolution.

Document Review Committee (DRC)

Eric Holt addressed the open seat and outlined expectations for the position.

Swim & Tennis Committee (Dan Haigy)

Pam Wilcox requested the implementation of open pickleball play on Thursday and Saturday evenings for Westchase residents only, beginning February 19th. Residents would be required to add their names to the schedule via the YourCourts system.

(M) Jack Maurer motioned to approve a 90 day trial period for pickleball play. Eric Holt seconded the motion with the stipulation that signage explaining the rules be installed, with a cap of \$200.00 for the signage. All in favor. Motion carried. 5/0

(T) Resolution for S&T - tabled

Technology Advisory Committee

- Brad Swindle stated that STI was approximately 95% complete. He also mentioned plans to evaluate the replacement of the speaker system and discussed a potential list of camera upgrades.
- The survey link will be distributed by January 16, with a response cutoff date of January 31.
- Countryway Gate Access – Three options were presented. Decision deferred; a workshop will be scheduled to review the options.
- Discussion regarding the installation of a new power supply for gate access.

(M) Jason Josefiak motioned to approve the replacement of the power supply for the Countryway gate with an 8-door power supply. Jack Maurer seconded. After discussion, the motion was revised to authorize up to \$4,000 for the replacement. All in favor. Motion carried. (5/0)

Welcome Committee – Charles Stevens

- The board discussed the need for a formal resolution to establish the Welcome Committee.
- Committee members will need to be appointed by the board.
- The committee is tasked with presenting a proposal outlining the structure and operations of the committee going forward.

IX. OLD BUSINESS

1. Pool Supervisor Contract - Awaiting signature from Coach Patrick
2. Facilities Maintenance Technician Hiring Status Update : No discussion at this time.
3. Committee Resolutions (GAC, TAC, S&T): Tabled until the next meeting.
4. Community Survey Questions – Brad reported that the survey is ready to be launched on Survey Monkey.

X. NEW BUSINESS

Board Proposed Fines/Appeals

(M) Motion to forward 5 Fines to the fining/covenants committee, each at \$1,000.00, and seconded. Motion carried.

(T) Tabled account 104235.

2. Record Retention Policy: Records Retention Policy - Tabled until next meeting

3. Official Records Request Policy – Tabled.

4. 2026 Staff Schedule - As follows:

Countryway Pool (CW) – 10405 Countryway Blvd
Monday through Friday: 7am to 8pm
Saturday and Sunday: 8am to 8pm

Tennis Facility (CW)
Monday through Friday: 7am to 9pm
Saturday and Sunday: 8am to 9pm

West Park Village Pool (WPV) – 10053 Parley Drive
Monday through Friday: 8am to 8pm
Saturday and Sunday: 8am to 8pm
Tennis Facility (WPV)
7 days a week: 8am to 9pm

(M) Jessica Siddle motioned to accept Eric Holt's recommendation to revise the proposed hours. Seconded by Ashley Wait-Woodcock. All in favor. Motion carried (5/0).

5. Fence Modification – Harbor Links – An aluminum fence was inadvertently approved with the incorrect post size. Correcting the issue is estimated at approximately \$8,000 (Option 1: Chattleship Letter covering all of Harbor Links and Estates). Plans to enforce proper specifications in the future were discussed. Noted that \$14,000 is not typical for a residential application. Decision deferred to modify the INSG.

(M) Eric Holt motioned to send a Chattleship letter supporting keeping the fence as-is. Jessica Siddle seconded the motion. All in favor. Motion carried. 5/0

6. INSG Process and Policy – Tabled.

7. Pool Covers - The board discussed pool covers vs a liquid chemical. More research is needed.

8. Common Area Greenspace Usage

(M) Eric Holt motioned that GAC communicate that the HOA board does not have a position regarding the CDD's plans for their property and that no one may represent the HOA except the Board of Directors. Seconded by Jessica Siddle. All in favor. Motion carried. 5/0

NEXT BOARD MEETING: February 13, 2026 at 6:00PM

ADJOURNMENT 9:53 PM

(M) Jack Maurer motioned to adjourn the meeting. Eric Holt seconded. All in favor. Motion carried.

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