



WESTCHASE COMMUNITY ASSOCIATION

Board of Director's Meeting Minutes

10049 Parley Drive, Tampa, FL 33626

February 12, 2026 at 6:00 p.m.

I. CALL TO ORDER

The Board of Directors meeting was called to order at 6:03 p.m. by Michiel Oostenbrink.

II. VERIFICATION OF QUORUM – ROLL CALL

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

III. HOMEOWNER FORUM

Discussion was held regarding the recent lifeguard survey and related pool safety concerns. A homeowner expressed concern about potential liability in the event of an accident at the pool and questioned who would be responsible. It was stated that, based on prior legal advice, in the event of an incident, multiple parties would most likely be named in a lawsuit regardless of whether a lifeguard is present. A suggestion was made to consider hiring a lifeguard during the summer months when pool usage is high and more children are present. Concerns were raised about the risk of a child being at the bottom of the pool before anyone notices. A homeowner referenced the survey results, specifically noting interest in understanding how many respondents who opposed a lifeguard also have a pool at their residence. Additional comments emphasized concern for children's safety and the importance of having someone present who is trained in CPR.

Concerns were raised regarding the check-in requirement with valid identification and the requirement that a resident be present for guest access. It was stated that these procedures have proven problematic; however, staff have been diligent in enforcement. The resident expressed that the reason for the procedural changes was unclear. Additional concerns were raised regarding court usage, including multiple reservations per household. It was noted that the intent of the reservation policy is to control usage and ensure equal opportunity for all residents. Discussion included clarification of the difference between Board-adopted rules and policies.

Terry Lanzar stated that the procedures discussed have historically been the rules.

Eric Holt explained that the Association's governing documents permit the Board to adopt reasonable rules and regulations for the use of common areas.

Michiel Oostenbrink stated that the current policy remains in effect and that the Board will take homeowner feedback into consideration.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

(M) Motion made by Eric Holt to approve the January 8, 2026, meeting minutes. Seconded by Jason Jozefiak. **MOTION CARRIED 5-0.**

VI. FINANCIALS – Treasurer’s Report

Eric Holt presented the financial report and noted adjustments to the income statement, including validation of insurance expenses and bad debt, as well as clarification of payroll allocation and breakdown. (See Eric’s written summary report for full details.)

(M) Michiel Oostenbrink made a motion to approve implementation of the planned investment strategy effective March 1, as outlined in the summary and proposal (including allocations from operating through reserves). Second by Terry Lanzar. **MOTION CARRIED 5-0.**

Proposal to Change Reserve Methodology – Component to Pooled

(M) Eric Holt motioned to transition from straight line component methodology to a pooled reserve methodology effective February 16, 2026. Second by Jason Jozefiak. **MOTION CARRIED 5-0.**

VII. MANAGEMENT REPORT

Karen Marrero provided an overview of violations, MOD applications, and related compliance matters for the month of January. She noted that the part for the pool slide is expected to be received. The County requires submission of an application, and the state must perform an inspection before usage.

VIII. COMMITTEE UPDATES

a. **Modifications Committee (MOD/ARC)**

b. **Government Affairs Committee (GAC)**

Westpark Village Parking Update - Discussion was held regarding ongoing parking and roadway striping in Westpark Village (WPV). Mike Flick, Traffic Engineering Supervisor, conducted an inspection at the direction of the County Fire Marshal. Certain areas were determined to require no-parking zones and striping to allow emergency vehicle access.

Community engagement occurred, and some residents expressed strong opposition, particularly those impacted by no-parking designations in front of their homes. One affected resident has since moved; another is attempting to sell their home.

Follow-up occurred in September, and the matter was placed back on the County’s radar per the Fire Marshal. Residents on Brompton Drive remained opposed; however, the County moved forward and scheduled striping. Crews were temporarily reassigned to another job. The CDD ordered signage, which was completed last week.

A mid-January County inspection was anticipated, excluding Brompton Drive, with a separate meeting to be scheduled with those residents. An update was expected by the end of January. Following a meeting with residents, it was communicated that no-parking zones could not be relocated to the opposite side of the street as requested.

Videos were submitted showing a fire truck striking a parked vehicle and another large truck navigating the turn. M suggested facilitating a meeting with the County to seek a compromise, noting the matter is outside the Association's jurisdiction and directed by the County Fire Marshal.

Mary Griffin stated she has been involved and believes residents have a legitimate concern. It was reiterated that the Fire Marshal will not permit striping on the opposite side of the street. A resident recently expressed significant frustration.

Michiel Oostenbrink proposed drafting a response offering to help facilitate a meeting between residents and the County, noting that without facilitation residents may pursue legal action and requested authorization to send the email which was received.

c. Document Review Committee (DRC)

Eric Holt asked if there were any volunteers to serve for INSGs; none came forward. Discussion followed regarding the language in the resolution, including whether five (5) members are required. Eric noted the resolution does not specify and minimum or maximum number of members. Meeting frequency was discussed, with initial expectations ranging from once a month to more frequent meetings as needed. It was noted that the committee has completed substantial work and received significant resident and voting feedback.

d. Swim and Tennis Committee (S&T) - Dan Haigy submitted three (3) items for consideration.

Countryway Entrance Sign – Proposal for a sign stating that all visitors must check in and use the hand wave when exiting. It was noted that no exit instructions are currently posted, and an additional sign may be needed to supplement the existing signage. Concern was expressed about preventing unauthorized access.

(M) Motion made by Eric Holt to approve. Second by Terry Lanzar. **MOTION CARRIED 5-0.**

Pickleball Court Etiquette Sign – Proposal for a 24"x36" etiquette sign to be attached to the pickleball court fence.

(M) Motion made by Eric Holt to approve. Second by Terry Lanzar. **MOTION CARRIED 5-0.**

Discussion was held regarding guest participation and maximizing court utilization. Rule 4.8 permits up to three (3) non-resident guests but does not limit the number

of resident players. It was noted that prior communications may have differed from the written rule.

It was clarified that each reservation may include up to six (6) total players, with no more than three (3) registered guests. The YourCourts system currently reflects one (1) resident and up to three (3) guests and requires modification. No changes to the Rules and Regulations are necessary.

(M) Motion made by Eric Holt to approve the addition of two player fields in YourCourts. **MOTION CARRIED 5-0.**

e. **Technology Advisory Committee (TAC)**

The Board acknowledged receipt of materials previously distributed by Brad Swindell but noted members have not yet had the opportunity to review them in detail. A summary overview was requested.

Discussion included access control and asset protection. Written installation instructions had been provided and were noted to require correction. No Board action was required at this time.

The recent survey generated strong owner engagement. Regarding the referendum, a master list has been completed associating each home with its respective village.

An Activity Room SOP was presented with a recommendation for Board adoption; however, the Board has not yet reviewed the document. The SOP remains a work in progress.

Michiel Oostenbrink expressed appreciation for the significant time and effort contributed by the committee, noting the extensive work involved in tracking the referendum and reconciling addresses and neighborhoods. Eric asked whether additional volunteers have expressed interest in serving on the committee and stated he would like to consider all interested volunteers. The committee expressed appreciation for the Board's support.

f. **Welcome Committee** – Charles Stephens provided an update regarding the Welcome Committee. The cost per welcome bag is \$50.46. Bags were delivered to West Park Village residents. Ten (10) new residents were contacted: Five (5) responded within a few days requesting additional information, Five (5) have not responded, One (1) resident indicated she frequently passes by the office. It is unknown how many residents will pick up their bag at the office.

Charles Stephens requested that the Board rescind the prior motion requiring welcome bags to be picked up at the Association office. A virtual meeting was conducted with volunteers, and consensus was reached to revisit the matter.

Terry Lanzar noted that the current form does not provide instructions for residents to sign up for Vantaca. Charles Stephens responded that residents have already registered.

Eric Holt requested recommendations on how the committee can function under the requirement that residents come to the office to receive their bag. No specific operational ideas were presented. Eric Holt requested a full list of active committee members, which Charles provided.

Discussion followed regarding how committee members are notified of new owners. Charles Stephens confirmed that an owner transfer report is received and compared with prior management's reports. He requested that management break down the owner transfer report by village (WPV has six villages). Charles stated that if the current process remains unchanged, he does not believe a committee chair is necessary.

Eric Holt expressed a preference to centralize the welcome process. Charles asked who would assemble the welcome bags under a centralized system. Terry Lanzar expressed support for maintaining a personal touch, including delivery and providing QR codes for sign-up information. Jessica Siddle stated she sees merit in both delivery and office pick-up options and suggested there may be room for a hybrid approach.

Mary Griffin expressed concern that eliminating delivery is misguided and noted that without phone numbers, outreach may be limited. Nancy Sells reported that five (5) residents who moved in between June and present were not reflected on prior lists.

Michiel Oostenbrink stated that a clear solution has not yet been identified and recommended collaboration to develop a workable resolution.

It was suggested that the Board further discuss the matter during a workshop session. Charles Stephens will provide a list of residents he believes have not received a welcome bag. The Board will review the owner transfer report previously distributed to the voting members.

Eric Holt will work with Charles Stephens to draft a proposed resolution regarding the Welcome Committee process.

(M) Motion made by Eric Holt to work with Charles Stephens to develop a resolution regarding the Welcome Committee procedures. Second made by Jason Jozefiak. **MOTION CARRIED 5-0.**

A homeowner addressed the Board regarding a fine applied in April 2025 related to a fence replacement following storm damage during Milton. She stated that the original fence was destroyed and rebuilt, a \$150 variance was paid on April 14, 2025, and modifications were made to convert the portion visible from the road to a shadow box style to comply. The rear portion remains board-on-board. She also stated that she spoke with a prior manager, Debbie, who advised she complied and no further action was required. The homeowner further stated she did not receive notice of the fine and only became aware of it upon reviewing her account while paying assessments.

Michiel Oostenbrink advised that his matter was not on the meeting agenda but will be put on next month's agenda for the Board to waive the fine.

IX. OLD BUSINESS

a. Additional Services Provided to Glenclyff

Michiel Oostenbrink presented information regarding financial management services and referenced a signed engagement letter. Services discussed included preparation of the budget, reserve schedule, and expenses such as painting, landscaping, and CPA fees.

Discussion followed regarding Glenclyff's structure and relationship with Westchase. Eric Holt asked what Westchase's role would be, whether there is any liability exposure, and noted that Westchase does not currently collect or disburse Glenclyff funds. He questioned why Westchase is involved. Michiel Oostenbrink stated the intent is to allow Glenclyff to operate without forming a separate sub-association.

X. NEW BUSINESS

a. Violations for Board Review – Proposed Fines/Appeals

The Board reviewed two (2) accounts.

(M) Terry Lanzar motioned to fine XN1168031 and to remove XN1016974. Eric Holt seconded. **MOTION CARRIED 5-0.**

b. WCA Insurance Renewal Options – Tabled.

c. Amenity Rental Policy

It was clarified that the \$250 amenity rental fee is refundable unless damage occurs. The Scout group currently does not pay a security deposit.

(M) Eric Holt motioned to require the Scouts to pay a \$250.00 deposit. Second by Michiel Oostenbrink. **MOTION CARRIED 5-0.**

d. Proposed Policy for INSG Changes for Communication and Mailings

Eric Holt reviewed the proposed changes as detailed in the INSG summary provided by the Board.

(M) Eric made a motion regarding item#3 on the INSG summary to approve the proposed changes. Second by Terry Lanzar. **MOTION CARRIED 5-0.**

e. Garbage Can Violations Clarification

(M) Terry Lanzar made a motion to not cite violations for trash cans on trash day and rescind any that were sent out by mistake on a trash day. Second by Eric Holt. **MOTION CARRIED 5-0.**

f. Discussion Proposed Maintenance Technician Options - Michiel Oostenbrink reviewed proposed maintenance options.

Option 1 – Continue recruiting and interviewing candidates based on the current job description at a \$65,000 salary, with an all-in cost of approximately \$90,000 including benefits. This option would allow us to continue seeking a more

experienced maintenance technician aligned with the original expectations of the position.

Option 2 – Hire an entry-level maintenance technician at a \$65,000 all-in cost including benefits, which would equate to an hourly rate of approximately \$20–\$22 per hour.

Option 3 – Utilize In-House Maintenance Department - Utilize Inframark maintenance department for three days per week, at an annual cost of \$65,000.

(M) Michiel Oostenbrink made a motion to choose Option 3 effective March 1. Second by Eric Holt. **MOTION CARRIED 5-0.**

g. Summer Camp

Michiel Oostenbrink and Eric Holt expressed concerns regarding the quality and structure of the summer camp program observed last season. Michiel noted a lack of structure, while Eric indicated the program did not meet expectations as an engaging activity and resembled a babysitting service. Attendance averaged 40 children per week, with approximately a 50/50 split between residents and non-residents. A total of 461 children were registered over 10 weeks. Eric recommended suspending the summer camp for 2026 and exploring alternative options if the program is reconsidered in the future.

(M) Eric Holt made a motion to suspend the summer camp for 2026. Second by Terry Lanzar. Opposed by Jason Jozefiak. **MOTION CARRIED 4-1.**

h. Lifeguard Survey Results

The survey results were shared with most of the participants who favored eliminating lifeguards. Discussion was held regarding pool operations, including the possibility of implementing a “Swim at Your Own Risk” model with proper signage while maintaining lifeguards. The Board discussed alternating between lifeguard supervision and the Swim at our Own Risk model depending on posted signage.

(M) Michiel Oostenbrink made a motion to maintain lifeguards through Labor Day, then implement the Swim at Your Own Risk model moving forward, utilizing CSA’s instead of lifeguards. Second by Terry Lanzar. **MOTION CARRIED 5-0.**

i. Schedule Special Meeting to Discuss Reserve Replacement Priorities – The Board will provide their availability so the meeting can be scheduled accordingly.

XI. ADJOURNMENT

(M) Eric Holt made a motion to adjourn the meeting at 9:37 p.m., Second by Terry Lanzar. **MOTION CARRIED 5-0.**