



WESTCHASE COMMUNITY ASSOCIATION

Board of Director's Meeting Minutes

10049 Parley Drive, Tampa, FL 33626

March 12, 2026, at 6:06 p.m.

I. CALL TO ORDER

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

II. VERIFICATION OF QUORUM – ROLL CALL

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

III. HOMEOWNER FORUM

Russ Crooks, a member of the Covenants Committee, expressed concern regarding the lack of recent committee meetings and violation reporting. He expressed concern about potential backlog.

Charles Stevens referenced a January Covenants meeting where management indicated corrected violations would no longer be presented. He requested that the committee receive visibility into all violations, including those that were corrected following the initial courtesy notice.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

V. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

The Board agreed to table approval of the prior meeting minutes until the next meeting to allow time to review them.

VI. FINANCIALS – TREASURER'S REPORT

Eric Holt reported that 2025 financials are now closed, ending the year \$228,000 under budget. Higher than expected income from capital contributions and bank interest contributed to the favorable variance, while primary expense drivers included legal and professional fees, payroll, and deferred postage/reproduction costs.

Initial allocation of year-end funds has been completed in accordance with the budget. \$618,088 was transferred to the appropriated funds account and \$174,279 to the reserve account, fully funding both accounts. 2026 assessments received, prepaid assessments, and remaining excess cash are currently held in the operating account. The Board was also updated on the investment plan for association cash assets. Operating funds will maintain a \$150,000 minimum balance in checking, with

remaining funds held in an insured cash sweep account (ICS). Appropriated funds and reserve funds are being invested in 6-month jumbo certificates of deposit as part of a laddering strategy, with several purchases already completed and additional CDs scheduled for May and July. Required minimum balances will be maintained in checking, with remaining balances held in ICS.

VII. MANAGEMENT REPORT

Karen Marrero provided an overview of violations and related compliance matters for the month of March. Discussion included equipment maintenance and repairs, including the pool slide inspection requiring a replacement. Jack Mauer volunteered to assist in sourcing fabrication for the part and noted that he needed the specifications.

As part of the violations overview, management reported that nine (9) violations originally scheduled for board review to determine if a fine should be levied were corrected prior to the meeting.

The Board then discussed the violation process and the scheduling of Covenants Committee meetings. Management clarified that meetings were scheduled and then canceled when violations were corrected prior to the hearing dates.

COMMITTEE UPDATES

- a. Modifications Committee (MOD/ARC)** – Eric Holt reported that resignations were received from two committee members recently.
(M) Eric Holt made a motion to appoint David Knott to the committee. Second by Ashley Wait-Woodcock. All in favor. **MOTION CARRIED.**
- b. Government Affairs Committee (GAC)** - Ashley Wait-Woodcock reporting on ongoing communications regarding sidewalk concerns, traffic light issues, Brompton project impacts. The committee experienced limited response from the county regarding Brompton but received updates on the day of the meeting. Two residents are directly affected. Residents were reminded that county service requests can be opened easily through case numbers.
- c. Document Review Committee (DRC)** - Eric Holt reported that the committee held its first meeting and is reviewing architectural guidelines and INSG standards to clarify application and communication to Voting Members.
(M) Eric Holt made a motion to appoint PK Parker to the committee. Second by Ashley Wait-Woodcock. All in favor. **MOTION CARRIED.**
- d. Swim and Tennis Committee (S&T)** - Dan Haigy reported that player participation tracking for tennis and pickleball has begun, data is now being collected daily to support data-driven decisions and updated swim and tennis rules and regulations were submitted to the Board.

Board Decision: The Board agreed to table the document until the next meeting to allow review and legal consultation. The Board gave themselves until 3/23 to complete their review.

Additional updates: pickleball open play launched three (3) weeks prior with strong participation and Saturday evening play may be discontinued due to low participation.

- e. **Technology Advisory Committee (TAC)** - Brad Swindell presented an Access Control and Video Surveillance Scope for RFQ to the Board.

Surveillance Cameras Placement For Various Facilities

(M) Jack Mauer made a motion to approve angle A for the office parking lot. Second, by Eric Holt. All in favor. **MOTION CARRIED.**

(M) Jack Mauer made a motion to approve camera views Option A and Option B with adjusted direction for the activity room. Second by Terry Lanzar. All in favor. **MOTION CARRIED.**

(M) Jack Mauer made a motion to approve two (2) cameras for the pickleball courts. Second by Eric Holt. All in favor. **MOTION CARRIED.**

Phase 1 of the project will now include twelve (12) cameras in total.

Access Control System - Scope of Work for a facility access control and video surveillance system integrated with the Association's management software. Features include card, fob, or QR code access, integration with resident accounts, automatic suspension of access for delinquent accounts, staff-assisted entry management. Next steps include the initiation of the bid process.

(M) Jack Mauer made a motion to approve the TAC scope of work for access control and implementation. Second by Ashley Wait-Woodcock. All in favor. **MOTION CARRIED.**

The Board requested the RFQ for access control systems be provided to them within approximately 60 days, with revisions to the document made prior to release.

Email and File Governance Recommendation – TAC recommended implementing a shared mailbox system and standardized document storage structure for the Board, committees, and staff communications.

The system would create shared email addresses for committees, maintain unique credentials for staff accounts and standardize document storage and access.

(M) Jack Mauer made a motion to approve the recommendation. Second by Eric Holt. All in favor. **MOTION CARRIED.**

A security audit of all technology systems will also be conducted with assistance from Tampa Bay Tech.

- f. Welcome Committee – Nothing to report.

VIII. OLD BUSINESS

1. **INSG Communication and Procedure Policy** – Eric Holt requested discussion be tabled.

IX. NEW BUSINESS

1. **Violations for Board Review – Proposed Fines/Appeals** - There were three (3) appeal accounts for the board to review to consider waiving fines.

Mr. Nugen addressed the Board regarding an appeal of a fine violation. He stated that after receiving the first notice in October he contacted management seeking clarification and believed the issue had been resolved after pressure washing the home. He later received subsequent notice in November and reported that a certified notice regarding the hearing was received the same day the hearing was scheduled.

Discussion following regarding the nature of the violation. It was clarified that the violation referenced house discoloration, which may require repainting rather than pressure washing. Jack Mauer stated that the violation may remain uncorrected. Other board members noted that the owner had tried to address the issue.

(M) Eric Holt made a motion to remove the fine. Second by Ashley Wait-Woodcock. **MOTION CARRIED 4-0. Jack Mauer opposed.**

Paperwork was provided to the Board regarding the homeowner who addressed the Board at the previous meeting concerning a fine levied in April 2025 related to a fence replacement following storm damage during Hurricane Milton along with another owner appeal. The Board tabled the matter for further review.

2. **WCA Insurance Renewal Options – Exp 3/20**

Will Krause from Brown and Brown presented an overview of the Association's insurance renewal options. Key points included the review of General Liability and Property schedules, explanation of coinsurance requirements, and policies are now aligned to renew simultaneously. Additional coverage includes WC, D&O, Crime, Umbrella/Excess Liability, Participant accident coverage for events and Cyber liability (proposal pending).

(M) Terry Lanzar made a motion to approve the insurance proposal contingent upon cyber coverage pricing remaining reasonable. Second by Eric Holt. All in favor. **MOTION CARRIED.**

3. **Inframark Contract Amendment Approval/Ratification – Holiday Schedule and Facilities Tech** - An amendment to the management contract was presented which included the updated holiday schedule, the addition of a part-time maintenance technician (3 days/week, 8 hours/day), additional porter support at no additional charge to make up the 8 hours if needed and personnel logs are to be maintained.

(M) Terry Lanzar made a motion to approve the amendment. Second by Eric Holt.

Discussion: Jack Mauer requested language allowing the Association to terminate the maintenance service at any time with notice. Jack requested additional clarification regarding the qualifications of the maintenance staff. Specifically, he

asked to be provided with a list outlining their qualifications and whether their duties consist primarily of general handyman work or include other specialized skills. Another board member noted that this topic had already been discussed at the previous meeting.

(M) Terry Lanzar revised the original motion to have counsel provide recommended language to add to the amendment to allow the board to notify Inframark to discontinue maintenance if the Board decides they don't want the maintenance services anymore. Eric Holt seconded. All in favor. **MOTION CARRIED.**

Ashley Wait-Woodcock departed the meeting at 9:12 p.m.

4. **New Electronic Marquees vs Cleanup or Removal** – The board discussed the condition of existing community marquee signs and potential replacement with electronic signage. Some members recommended removal due to safety concerns, while others felt they provided value to residents. The Board agreed to evaluate costs and options before deciding.
5. **Estate Sale Request** – A request for an estate sale to be held on March 27-28 at a residence in Woodbridge was presented to the board.
(M) Jack Mauer made a motion to approve the request. Second by Terry Lanzar. All in favor. **MOTION CARRIED.**
6. **2026 Reserve Priority List** – Discussion included drainage issues causing deterioration of pavers, potential water intrusion affecting storage areas, coordination between Jack Mauer and maintenance staff to review solutions.

X. ADJOURNMENT

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