

Westchester Shores Homeowners Association
Board of Directors Meeting Minutes
Wednesday, September 17th, 2025

- I. Call to Order/Establish Quorum
 - Sharon Kemble called the meeting to order at 5:31 PM.
 - Board members present were Sharon Kemble, Brian Kidd, Ross Silva, Tim Pehlke, and Raquel Colom. Homeowners present were Jaime Colom, Patrick Lane, Leila McNulty, and Luis Florez. Arnie Holder represented Ameri-Tech.

- II. Proof of Notice
 - Posted onsite and email sent.

- III. Approval of Minutes from the August 20th meeting
 - A motion to approve was made by Ross Silva and seconded by Brian Kidd. Approved.

- IV. Treasurer's Report
 - Ross met with the Ameri-tech accountant and reported findings.
 - The roofing project came in ~\$3,000 under budget.
 - The balance sheet does not balance. Ameri-tech accountant will investigate. Updated financial statements will be provided.
 - Some expenses (balcony, pool furniture) require reclassification to reserve.

- V. Manager's Report
 - Assessment collections are nearly complete.
 - 1 unit with an attorney.
 - 2 units with 60+ days delinquent.
 - 1 unit with 30+ days delinquent.
 - Quotes provided for tree trimming, painting fascia, and Gutter-Man repair to 2652 #3.
 - MRTA organizing committee to be selected for the preparation of documents to be sent to Homeowners.

- VI. Old Business
 - **Tree trimming:** Budget available \$3,000. Quotes provided from Gingko \$2265 plus suggested extras of \$3560 and Bay to Bay \$2199 plus suggested extras of \$1900. Brian shared information from his walk-through with Arnie. Motion to approve Bay to Bay at \$2199 with minor add-ons, made by Tim and seconded by Raquel. Approved.

- **Painting:** Painting/caulking bids reviewed from Mendoza Bros \$3,800, Paul Gilbert and Sons \$4712, and Certa Pro \$4210. Motion to approve Mendoza Bros made by Ross, seconded by Tim. Approved.
- **Irrigation:** Raquel asked Arnie about 2652 #6 front yard broken sprinkler heads. Arnie believed it was fixed due to a \$302 invoice sent by Ginkgo. Arnie to follow up. This may also include broken sprinkler 2656 #2.
- **MRTA:** The Board must appoint three members to oversee the HOA documents revitalization process and determine a meeting date to allow for discussion with Homeowners and vote, by proxy or in person. Sharon, Brian, and Tim will serve as the organizing committee. Due to the volume of pages to be photocopied and mailed, it was suggested to hand-deliver the documents to as many homeowners as possible to save on expenses. Meeting date TBD.
- **Pool furniture:** HOA overpaid pool expenses (\$3,200 vs. \$1,850). The board will send a letter requesting reimbursement from Westchester Lakes Condos and clarify shared use agreement obligations.
- **Bees:** Homeowner reported a bee issue at 2648 #1. Bees have been removed by JD's Bees. Approved online. Tim made a motion to approve/ratify \$300 expense for bee removal, seconded by Brian. Approved.
- **2648 #4:** Homeowner reported water coming through the chimney. Swept Away Inc. inspected and found the cap was missing. \$949 for chimney repair and replacing the cap. Motion made by Tim to approve, seconded by Ross. Approved.

VII. New Business

- **Lake Maintenance's** current contractor (Tigris) is considered ineffective. It was discussed that for approximately two to three years, the lake has not been as clean as in the past. Westchester Lakes Condos is switching to Lake Brothers (\$150/month vs. \$112). The board will research and consider alternative vendors.
- **Paving and Parking Spaces:** For 2026 budgeting purposes, Ross discussed paving costs and adding 5 parking spaces (previous city approval exists). Several years ago, the estimated cost for 5 spaces was \$5,000. There was a debate about visitor vs. homeowner usage and enforcement. Arnie may need to obtain updated bids.
- **2652 #3:** An estimate was received from The Gutter-Man of Tampa Bay for \$440 for exterior repairs necessary due to water intrusion. Tim motioned to approve, Ross seconded it. Motion approved.
- **2656 #3:** Homeowner submitted an estimate from Torino Inc. to repair cracks on the exterior third floor, above the decking and paint, that caused water intrusion and ceiling leaks on the second floor. Estimated repair is \$200-\$300. A motion was made to approve by Raquel and seconded by Brian. Motion approved.
- **2644 #1:** Homeowner raised concerns about wasps above the entrance door, water accumulation outside on the side of the property, and ceiling stains on the second floor. Arnie will follow up.

- **2648 #1:** Homeowner raised concerns about ceiling stains on the third floor. Arnie will follow up with Watertight Roofing.

VIII. Adjourned meeting at 6:54 pm.

IX. Next Steps / Follow-Ups

- Budget Workshop & Board Meeting to be held on October 8th at Ameri-Tech.
- Budget Approval and Annual Meeting on November 19th at the pool.
- Treasurer to reconcile the balance sheet and reclassify expenses. Updated report to be sent to the Board.
- Draft and send a letter regarding pool expense reimbursement.
- Confirm the MRTA revitalization process with the attorney, determine meeting date, and send/hand deliver to homeowners.
- Explore switching the lake maintenance provider.
- Updated quotes for paving and additional parking spaces may be necessary for budget planning.
- Address 2644 #1 repair requests (gutters, leaks, wasps).
- Address 2648 #1, ceiling stains on the third floor.
- Arnie follow up on Unit 2652 #6 sprinkler heads repair and at 2656 #2.