

Westchester Shores Homeowners Association  
Board of Directors Meeting Minutes  
Wednesday, March 18, 2026

- I. Call to Order/Establish Quorum
  - Sharon Kemble called the meeting to order at 5:31 PM.
  - Board members present were Sharon Kemble, Ross Silva, Anil Singh, and Raquel Colom. The homeowner present was Jaime Colom. Arnie Holder represented Ameri-Tech.
  
- II. Proof of Notice
  - Posted onsite and email sent.
  
- III. Approval of Minutes from the February 18 meeting
  - A motion to approve was made by Ross Silva and seconded by Raquel Colom. Approved.
  
- IV. Treasurer's Report(Ross Silva)
  - **Legal:** HOA pays legal fees upfront; tenants reimburse later. Current accounting misrepresents this: Shows as expense + separate revenue, not offset. Proposal: To track attorney fees as receivables (what tenants owe) and separate line items for legal fee reimbursements and interest collected. HOA does not charge standard late fees. The attorney applies interest on overdue balances.
  - **Financial statements** are difficult to interpret because payments are automatically applied to the oldest balances, which can lead to misleading delinquency statuses and, as a result, homeowners' balances appear incorrect. The action will be for Ameri-Tech to improve tracking to reflect true outstanding balances.
  - **Irrigation & Landscaping Costs:** Spending appears excessive and unclear. There are multiple invoices from Landscape Workshop. It is possibly the same vendor under different names. The budget for irrigation: ~\$1,000/year has already exceeded early in the year. Issues are being identified, such as work being done without board approval, invoices lacking dates of service, clear descriptions, and matching approved quotes. We must enforce the approval requirement for expenses more than \$200, and it requires a quote-to-invoice matching system.

## V. Manager's Report

- 1 unit with an attorney.
- 1 unit with 30+ days delinquent.
- 1 unit with 90+ days delinquent.
- Emergency contact forms will be added or edited with the information when Ameri-Tech receives them.
- Cinc training dates have been shared with board members. Ross, Sharon, and Anil will be taking the training.
- Ameri-Tech doesn't get involved with rental agreements.
- Electric utility bills for irrigation, streetlights, and the gate were shared with board members.

## VI. Old Business

- **Balcony Repairs:** Approved but awaiting scheduling.
- **Gutters & Drainage:** Some blockages and overflow issues need a better identification process before they can be cleaned and lines cleared.
- **Tree Removal:** Pending completion.
- **Chimney & Dryer Vent Work:** Completed successfully.
- **Squeegee Squad:** the soft-wash update will be scheduled after the approved balconies are completed. The company needs to confirm that railings are included.
- **Attorney:** The attorney was contacted regarding monthly reports. It was discussed to get a monthly report with the attorney's statement.

## VII. Further Discussions

- Task force to review bylaws, rules, and regulations for amendment recommendations: Through email, Brian shared recommendations for amendments. Brian spoke to Sharon before the Board meeting and discussed possible new legislation that may affect changes going forward.
- Mill & pavement: Not proceeding at this time
- Gate enhancements: Not proceeding at this time.
- Irrigation vendor deficiencies: To review their contract.

## VIII. Next Steps / Follow-Ups

- April 15 meeting at the library.
- CINC training will take place in mid-April, and board members Ross, Sharon, and Anil will be trained.
- Arnie to share a breakdown from the lawyer about homeowners who are behind on monthly assessments.
- Squeegee Squad to confirm railings are included in softwash. Arnie to schedule a date after the balconies are completed.
- Gilbert and Sons to complete the repairs on the balconies.
- Ross to follow up with Darrell before the April 15 meeting.
- Ameri-Tech to set up a meeting to resolve the issues stated above under the treasurer's report.