

**Westchester Shores Homeowners Association
Board of Directors Meeting Minutes
Wednesday, August 19, 2026**

Call to Order/Establish Quorum

Sharon Kemble called the meeting to order at 5:30 PM.

Board members present were Sharon Kemble, Ross Silva, Brian Kidd, and Anil Singh. The homeowners present were Jaime Colom, Erin and Patrick Lane and Laura Tobe. Arnie Holder, Phil Colettis, and Blair Roberts represented Ameri-Tech.

Proof of Notice

Posted onsite and email sent.

Approval of Minutes from the July 15 meeting

A motion to approve was made by Ross Silva and seconded by Anil Singh. Approved.

Treasurer's Report (Ross Silva)

Ross reviewed the July/mid-August financial statements and indicated that everything came in at, or below budget, except for building maintenance as the Squeegee Squad bill for soft wash of the buildings posted against the July budget. The year to date budget variance looks favorable. Arnie provided a proposed 2027 budget for the Board's review in anticipation of the budget

While the reserves have been adequately funded relative to the current budget structure for 2026, upcoming capital improvements may require an increase in monthly dues in 2027 or possible assessment.

There was a brief discussion regarding the possible use of deferred maintenance reserves for resolution of the leaks in building 2648 and 2656. Ross indicated that his belief is that the exterior repairs would be made by the HOA and interior damage would fall under the individual homeowner's insurance. Further discussion will be needed.

Manager's Report

One account remains with the attorney as a lien has been filed. One account is showing 30 days delinquent.

Management reported that the soft wash of the buildings was completed by Squeegee Squad and tree trimming by Proper Cut Tree Care.

The Board discussed a homeowner account that has been paying the 2025 monthly amount of \$445, rather than 2026 \$490 causing a \$360 deficit for August. Letters have been sent to the LLC and occupant to no avail in bringing the account current. Motion made by Brian and seconded by Ross to refer account to attorney for collection. Approved.

VI. Old Business

Drainage/gutters: Arnie reported that Gilbert and Sons has been non responsive to scheduling a time to inspect the downspouts and drainage system to evaluate ongoing

water overflow concerns. Arnie will contact The GutterMan to schedule inspection and obtain a quote for cleaning and possible repair or replacement if necessary.

VII. New Business

Water Leaks: Management reported that there are several leaks in building 2648/2, 2648/3, 2648/4, and 2656/1. A quote has been received from Munyon Construction for \$36K, but without proper detailed itemization for the scope of the work and not listed by individual apartments/units. All estimates should be broken down by internal versus external repairs, including materials and labor line items per affected unit and location. Two additional quotes are necessary as this involves 3 chimneys/flashing/stucco and must be itemized. Some caulking has been performed in the interim, but Phil will contact GAF and Watertight Roofing and have inspection completed as this may fall under the warranty. He suggested that Watertight immediately repair flashing. Once these repairs are in process, all building chimneys, chimney caps and flashing need to be inspected. Arnie is requested to put homeowners on notice to contact their homeowners insurance carriers as Ross indicated internal repairs may not fall under the responsibility of the HOA.

Reserves Budget Planning:

1. Painting: Ameritech will schedule inspection by the Sherwin Williams Representative to evaluate stucco and paint condition in order to provide an independent remaining life assessment and prepare written specifications. These details will provide each bidder the exact scope so estimates can easily be compared. The Board will be provided a more accurate budget number in anticipation of the Budget Workshop. Current timing estimates for painting may be pushed earlier than the anticipated 10 year lifespan as this may be a priority for 2027.

2. Paving: Paving has been a topic of discussion for several years, and the reserves do not currently cover the entire cost. It will require full mill and paving, not just sealing and top coat. The Board agrees to move this forward in 2027, with updated estimates available at the Budget Workshop for review.

3. Balconies: Balcony reserves have been heavily depleted in 2026 after following the independent review by Gilbert and Sons and completing priority repairs and replacement.

Budget: The 2027 budget must be mailed to homeowners 30 days prior to the November Budget and Annual meeting. The Budget Workshop is scheduled for October 14, 2026 at Ameritech. The Budget and Annual meeting is scheduled for November 18, 2026.

Accountant change: Caroline Smith has been assigned as the Ameritech Accountant for matters related to Westchester Shores HOA.

Resignation: Raquel Colom has resigned her position as Secretary and Director. The Board is seeking a volunteer to fill this position.

Lake Brothers: The lake algae/scum continues to be an issue. Arnie is asked to contact them for an update and resolution.

Board certification: Anil Singh has completed his required certification.

VIII. Further Discussions

Bylaws: It has been suggested that the Attorney review governing documents along with a draft list of recommended bylaw/rules and regulations updates for standard legal clause language. Attorney review and approval is necessary prior to review by the Board and a vote by homeowners. Arnie and Brian to discuss and submit suggestions to the Attorney.

Pool agreement: A revised agreement has been received from Westchester Lakes Condos. The Board is asked to review the draft Shared Use Agreement (SUA) and it will be sent to the HOA attorney for review before taking further action. They have asked for it to be signed by October 1st.

IX. Next Steps / Follow-Ups

The September 16th HOA meeting will be held at the library. Arnie is unable to attend. Phil will represent Ameritech.

The Budget Workshop is scheduled for October 14th at Ameritech.

The Annual Meeting and Budget Approval Meeting will be held November 18th.

Ross to follow up with Caroline before the September 16 meeting on any questions about financials.

Arnie will send the Pool Agreement/SUA Draft to the attorney for review.

Arnie/Phil to schedule inspection of water leaks with Watertight Roofing and GAF.

Additional itemized quotes to be obtained.

Schedule all chimneys, chimney caps, and flashing for inspection and assessment on all buildings.

Arnie will refer one unit to the Attorney for collection.

Arnie to follow up on inspection of gutters and obtain quote for cleaning.

Arnie to schedule Sherwin Williams rep inspection and specifications.

Arnie/Phil to refresh draft budget/reserves estimates and useful lives regarding painting, paving, roofing, and balconies for distribution at September meeting.

Arnie to contact Lake Brothers on recurring lake algae.

Recruit a Director volunteer for the vacancy created by Raquel Colom's resignation.

Bylaws-Arnie and Brian to meet and prioritize list for changes to be sent to the Attorney.

A proposal for landscaping at the front & exit areas will be presented for approval. (on hold)