

Northwind Homeowners' Association Meeting Minutes (Unapproved)

March 28, 2026 at 4:00 pm; 16044 Northwind Cir

Attendees: 13006, 15006, 15883, 15943, 15967, 15985, 15997, 16003, 16019, 16044, 16051, 16140, 16141, 15995, 16012, 16116, 16124 (Quorum not met)

Next Meeting: **April 19, 5:00 pm**, 16044 Northwind Cir or by Zoom (<https://tinyurl.com/northwindhoa>)

NOTE: The meeting will most likely be held outdoors; feel free to bring a chair. Due to the setting, it will be difficult to hear all in-person discussion if you join by Zoom. We will do our best to include remote participants and provide an opportunity to participate in any votes.)

Call to Order: The meeting was called to order by the current officers. It was noted that a quorum was not present, so no formal votes could be taken.

Overview of HOA Status

The officers provided an overview of the HOA, including:

- The HOA exists based on recorded covenants attached to each property
- The HOA has historically operated with limited participation
- Responsibilities have primarily included maintaining entrance landscaping and basic administrative tasks

It was also noted that some real estate listings and agents have represented that there is no HOA. The board acknowledged this concern and clarified that the covenants establishing the HOA are recorded with the county and remain in effect. The current officers indicated they do not intend to continue serving and encouraged homeowner participation in future leadership.

Financial Update

The following points were discussed:

- Approximately 60–65% of households have paid dues in the past decade
- Approximately \$2,885 in unpaid dues has accumulated
- HOA expenses are minimal and primarily related to entrance maintenance

There was general discussion about improving participation, possible strategies to encourage or enforce dues payment, and aligning dues collection with actual expenses. There was also a question about whether the HOA owes any fees to the state or county. It was noted that this will need to be confirmed, as the HOA may have minimal tax requirements but does not typically owe recurring dues.

Discussion of Past Dues

Attendees discussed how to handle outstanding dues balances. A proposal was made to reset outstanding balances through the end of 2025 and begin fresh with assessments in 2026. This proposal was discussed and generally supported by those present.

Because a quorum was not present, no formal motion or binding vote could be taken. However, the informal vote was unanimous in favor of resetting outstanding balances as of 3/28/26 and collecting a new assessment in April 2026.

Future of the HOA

Homeowners discussed possible paths forward, including:

- continuing the HOA in its current form
- modifying the covenants and restrictions to better align with current neighborhood practices and homeowner preferences
- ensuring better communication and consistency in meetings and dues collection

There was general agreement that improved communication, more consistent meetings, and more predictable assessment practices would be beneficial. No attendees present at the meeting expressed support for eliminating the HOA. Additional topics raised during the discussion included whether the HOA should have any role in maintaining or coordinating streetlights. No formal decision was made.

Covenants and Enforcement

Discussion included:

- inconsistent historical enforcement of certain provisions
- potential need to update or clarify restrictions (e.g., building materials, structures) to align with current neighborhood expectations
- general neighborhood concerns, including speeding traffic and adding additional speed bumps

No formal decisions were made.

Board Transition and Volunteers

- Current officers indicated their intention to step down after a transition period
- Homeowners were encouraged to volunteer for officer roles
- One volunteer expressed willingness to serve as Vice President
- Additional volunteers are needed for President and Treasurer/Secretary roles

Attendees requested a clear description of HOA officers' roles and responsibilities to help residents better understand what is involved. This is included in the last page of this minutes document.

Future Meetings

The group discussed ways to improve participation and communication. One resident suggested holding quarterly meetings; this was discussed but not formally adopted. The next meeting is scheduled for: **April 19, 2026, at 5:00 PM**. Postcards will be mailed with meeting details.

Purpose of next meeting:

- Election of officers
- Review and approval of the proposed 2026 budget and assessment
- Discuss future meeting frequency
- Discuss a plan for potential revisions to the Covenants and Restrictions

Adjournment: The meeting concluded without formal votes due to lack of quorum.

Reminder: Visit <http://northwindhoa.org/> for HOA governing documents and financial records

Note: There is an informal neighborhood yard sale planned for **April 11**. This is not planned by the HOA, but participation is encouraged for anyone interested.

Northwind HOA – Officer Roles and Responsibilities

The Northwind HOA is a small, volunteer-run association with limited responsibilities. Officer responsibilities can be shared or adjusted based on the number of volunteers.

President

- Plans, convenes, and presides over annual meetings of the neighborhood and Board of Directors
- Prepares meeting agendas in coordination with other officers
- Serves as the primary point of contact for HOA-related questions
- Coordinates with other officers to ensure basic HOA responsibilities are handled
- Helps guide discussions about HOA operations, budget, and future direction
- **Time commitment:** Low to moderate; primarily around meetings and occasional coordination (typically a few hours per month or less)

Vice President

- Fills in for the President when unavailable
- Assists with planning and coordination of meetings and HOA activities
- Supports specific projects as needed (e.g., maintenance coordination, outreach)
- Participates in Board of Directors decisions
- **Time commitment:** Low; varies depending on involvement (typically occasional support and meeting participation)

Secretary/Treasurer

- Records and maintains meeting minutes
- Sends notices for meetings and assessments (mail, email, or postcards)
- Maintains HOA records, including meeting minutes, governing documents, communication records, and financial records (income, expenses, balances)
- Receives dues payments and makes deposits
- Pays for HOA expenses (e.g., landscaping, postage, website fees)
- Responds to email queries from title companies about balance due when a home sells
- Prepares simple financial summaries for meetings
- Assists in preparing a proposed annual budget and assessment amount
- Participates in Board of Directors decisions
- **Time commitment:** Low to moderate; occasional financial tasks (typically a few hours per month) with some additional work around meetings and mailings

NOTE: The Secretary/Treasurer roles are currently combined. These could be separated by vote of the Board of Directors.

Considering volunteering for an officer position? Feel free to contact the current officers if you have any questions. Current officers are willing to support a smooth transition to new officers and provide guidance as needed.