

MEETING MINUTES

Windward Key Homes Corporation

Board of Director Meeting Minutes

Saturday, June 14, 2025

Northeast Community Center (NECC) & Microsoft Teams Virtual Meeting Platform
4075 Gordon Stinnett Drive, Chesapeake Beach, MD 20732

Attendees:

Ken Deutsch, President
Alfredo Casta, Secretary
Bruce Montgomery, Treasurer
Alysia Doyle, Member at Large
See Sign In Sheet
Sherri Kennedy, Sentry Management

Call to Order:

The Board of Directors Meeting of the Windward Key Homes Corporation, Inc. was called to order at 10:00 a.m. by President Ken Deutsch. The meeting was held at the Northeast Community Center (NECC), Chesapeake Beach, MD with the option for attendance through Microsoft Teams Virtual Platform.

Approval of Meeting Agenda:

The agenda was reviewed. *Bruce Montgomery motioned to approve the agenda with revisions. Alfredo Casta seconded the motion and the vote carried unanimously.*

Approval of the Meeting Minutes:

Bruce Montgomery motioned to approve the March 8, Board of Directors meeting minutes as submitted. Alfredo Casta seconded the motion and the vote carried unanimously.

Committee Reports:

- Committee Reports provided electronically to membership and presented during the meeting. See attached.
- Additional information from Landscaping Committee:
 - Chairperson is planning on resigning at the end of the year. Owners interested in serving as the Landscape Chairperson should contact the Board or Sue Alexander.
 - Tree overhanging sidewalk dropping berries. Landscape contractor monitoring for clean up. Signs will be installed in this area.
- Additional information from Pool/Recreation Committee:
 - The motor on the exhaust fan at the pool has been replaced. Will install new fan and hood.
 - Reminder to monitor basketball area to ensure individuals from outside the community are utilizing.
 - Board open to inexpensive ideas for unused open space area near sports court.
- Additional information from Marina Committee:
 - Committee will meet in July. Chairperson will be determined.
- Additional information from Architectural Committee:
 - Chairperson thanked Norma Robertson for her many years serving on the committee.

President's Report:

- Projects completed:
 - Welcomed Alysia Doyle who was appointed to the Board of Directors to fill the position due to the resignation of Victor Smith.

Treasurer's Report:

- A financial summary was provided to the Board and full financials are available for review on the community portal. The financial summary was included in the community report.
- Met with Reserve Advisors for an on site review. Working on Reserve Study update.
- Investing funds in CD's with higher interest rates. Treasurer will work with management to re-invest the funds from the 8/15 maturing CD.
- Tie rods will be reviewed.

Committee Reports:

- Committee Reports provided electronically to membership and presented during the meeting. See attached.

Manager's Report:

- Written report provided to Board.

Unfinished Business:

- None

New Business:

- Enid Acosta reported that the website has been refreshed and updated revised fillable architectural application uploaded. The Board member email addresses will be updated. Suggestions made on ways to offer easier access to information including links. Enid Acosta will continue with website updates.
- *Alfredo Casta made a motion to authorize Bruce Montgomery to work with Sentry Management to re-invest the funds from the maturing CD's through the end of the year with the financial institution with the highest interest rate with a term that will maintain a ladder effect. Ken Deutsch seconded the motion and the vote carried unanimously.*
- Rules & Regulations Revision were submitted by the Architectural Committee. Other committees will be given the opportunity to review for revisions. Once completed, the proposed revisions will be sent to the membership prior to Board approval.
- Security has been arranged for the July 3rd Independence Day Celebration. There will be a cost increase of \$200.00.
- Discussion ensued regarding sidewalk repair/replacement options. Phil Pfanschmidt pointed out that the Board may want to consider having an engineer inspect the bulkhead as identified if replacement is planned.
- *Alfredo Casta made a motion to ratify the Board's decision to appoint Alysia Doyle to the Board to replace the vacancy created by the resignation of Victor Smith. Bruce Montgomery seconded the motion and the vote carried unanimously.*
- *Alfredo Casta made a motion to ratify the Board's decision for additional insurance premium premium of \$611.00 annualized for broader insurance coverage. Bruce Montgomery seconded the motion and the vote carried unanimously.*
- *Alfredo Casta made a motion to ratify the Board's decision hire University Painters to repair the beach stair/platform for a cost of \$2,000.00. Bruce Montgomery seconded the motion and the vote carried unanimously.*
- *Alfredo Casta made a motion to ratify in the meeting minutes the Architectural Committee's decisions as follows:*

- 8082 Windward Key – Application approved to install roof replacement, skylight removal, & porch/gutter/downspout installation.
 - 8084 Windward Key – Application approved for roof replacement and chimney removal. Additional application approved for siding replacement, refreshing decks with Trex, bedroom level window replacement, removal of kitchen slider, removal of blue slider rail, level back bottom deck to remove stepdown and build steps to back yard.
 - 8191 Windward Key – Application approved to replace upper deck/railing.
 - 4015 Windward Key – Application approved to install push piers due to sinking garage.
 - 8069 Windward Key – Application approved for deck (Trex)/railing replacement.
 - 8199 Windward Key - Application approved for window replacement.
- Bruce Montgomery seconded the motion and the vote carried unanimously.*

Owners Forum:

- No owner comments received.

Executive Session:

- *With no further business to discuss, Bruce Montgomery made a motion to move into Executive Session to review accounts receivable, Alfredo Casta seconded the motion and the vote carried unanimously. The meeting proceeded into Executive Session.*

Action Items/Return to Open Meeting:

- *Bruce Montgomery made a motion to send three unit accounts a demand notice and if payments are not received, forward to the attorney. Ken Deutsch seconded the motion and the vote carried unanimously.*

Adjournment:

There being no further business, Alfredo Casta motioned to adjourn the meeting. Ken Deutsch seconded the motion and the vote carried unanimously. The meeting was adjourned at 11:36 a.m. The next meeting is scheduled for 9/13/25 at 2:00 p.m. and will be held at the pool prior to the community picnic.

Committee Reports

a) Pool & Recreation – as submitted by Laura Deutsch

Pool

- The pool passed its final inspection and was approved for opening and opened as planned on Memorial Day.
- Before opening we had the pool deck professionally cleaned.
- All the table chairs and 6 chase loungers have painted and re-strapped.
- The pool will be on summer hours beginning Saturday June 14th which are 11AM - 8PM daily.
- All pool announcements will be posted on Facebook.

Recreation

- The sports court have been resurfaced and relined for pickleball.
- Unfortunately, the bocce ball court has been dismantled.
- The HOA sponsored end of summer luncheon will be on Saturday, September 13th with Donuts and Coffee on Sunday, September 14th.

If anyone is interested in getting involved in this committee – please contact me at iupmomm@yahoo.com.

b) Marina – as submitted by

Marina Committee Chairperson: Alfredo Casta, Scott Jarboe, Chris Martinez, Jim Thrift

Marina Committee Members:

- Slip 18 – Application approved by Board to install boat lift.
- Coordinated water turn with the TOCB. Lines flushed, tested, repaired and the marina water lines operational.

c) Landscaping – as submitted by Sue Alexander

- Spring mulching has been completed
- New benches have been placed in the community – one on the large island as you enter the community and one at the north end by the crepe myrtles along the fence to Veterans Park.
- The two dead trees on the island closest to the bay in the south parking lot have been removed and new trees planted in their place. One tree by Veterans Park has been pruned. The grouping of trees at Veterans Park is becoming overgrown and may need to be refreshed in the future.
- Some of the hightide bushes along the pond did not survive the winter and will be replaced this year to ensure stability to the slope.
- A design for the refresh of the garden outside the fence near Veterans Park has been completed and the planting will occur probably in the fall.
- Plans for refreshing two other sections outside the fence along Bayside Ave are being drawn up.
- If anyone has any project/concern they would like the committee to consider for next year, please notify Sue Alexander or any landscape committee member.

As always, if Homeowners have any project/concerns for the Committee to consider, please notify Sue Alexander or any Landscape Committee member.

d) Architectural – as submitted by Marilyn VanWagner

Architectural Committee Chair: Marilyn VanWagner

Architectural Committee Co-chair: Jim Thrift

Architectural Committee Members: Norma Robertson, Sue Mills, Barbara Kete, Jim Persechino, Michael Bennett, and Sarina Arcari.

If you are in need of any power washing on any awnings or any other parts of your home please send me an email, marilyn.vanwagner57@gmail.com I will be compiling a list over the next week or two for Next Day Pressure washing. This is the same company that was here last year.

The committee has updated the Architectural Change Application. The section that required homeowners to go to three neighbors for signatures has been deleted and is no longer required. Great news! The Application is now available in a fillable PDF and has been updated on the website. This will eliminate the need for homeowners to print and then scan the document. Thank you to Enid Acosta for making this happen!

Marilyn and Sarina have been working on updating the Architectural Section of our community's Rules and Regulations. Our first revision was submitted to the Board in April. Understandably they will wait until all Committees have had a chance to update their sections before publishing our edits to the website.

We held an "in person" meeting on April 23, 2025. This was a follow-up to our February 12 meeting. We discussed:

Siding:

Committee evaluated new Hardie colors that are most similar to the Dried Eucalyptus color which has been discontinued. The newly approved colors are London Fog and Feather Gray. These will also be added to the updated Rules and Regulations document along with all other Hardie Siding colors.

Windows:

We discussed Sarina's window request for replacing double hung windows with casement windows throughout the entire house. This has since been approved. Sarina will provide photos and specifications for casement windows to be used and considered by the committee for future use in other units. These will also be added to the website.

Lower Deck Retractable Screens:

The committee prefers retractable screens like Millies, full length floor to ceiling retractable. All deck screening projects require committee approval. Units that do not have walls separating first floor decks will need to collaborate with neighbors when seeking approval. The committee will work on these specs and present them at the September meeting.

Lower Deck Permanent Ceiling:

In 2018, the Windward Key Board of Directors approved for Unit 8195 (formerly Lisa Rarick's) to install permanent ceiling, white vinyl roofing /gutter system, on first floor deck ceiling. This system is known as Zip UP Ceilings and Underdeck. The committee approves the use of this deck ceiling system going forward. Bob Wilhelm with Heritage Contracting installed the system on 8195. We will work on these specs and present at the September meeting.

Replacing Blue Canvas Awnings over front doors of interior units:

The committee will present ideas at the September meeting to replace these awnings.

Rear fixed awnings:

The committee will make recommendations to the board for approval by the community regarding the ability of owners to elect to remove a permanent fixed awning completely or replace it with a retractable awning if desired.

Non-Compliance Issue Resolution Process:

Jim Thrift drafted a letter requesting documents of resolution to archive with the Architecture Committee records to maintain consistency of Rules and Regulations. Marilyn and Sarina are to edit this letter and to also work with Sherri to document a more formal process for identifying and adjudicating violations to Rules & Regulations.

- Architectural applications submitted since the last meeting:
 - 8082 WWK – Architectural application approved for roof replacement, skylight removal, & porch gutter/downspout installation. *Ratify in meeting minutes.*
 - 8084 WWK – Architectural application approved for roof replacement and chimney removal. Additional application approved for siding replacement, refreshing decks with Trex, bedroom level window replacement, remove kitchen slider, remove blue slider rail, level back bottom deck to remove stepdown, and build steps to back yard . *Ratify in meeting minutes.*
 - 8191 WWK – Architectural application approved to replace upper deck/railing. *Ratify in meeting minutes.*
 - 4015 WWK – Architectural application approved to install push piers due to sinking garage. *Ratify in meeting minutes.*
 - 8069 WWK – Architectural application approved for deck(Trex)/railing replacement. *Ratify in meeting minutes.*
 - 8199 WWK - Architectural application approved for window replacement. *Ratify in meeting minutes,*
- The Architectural Committee would like to invite you to join our committee or attend a meeting. Please email Marilyn VanWagner, Committee Chair, marilyn.vanwagner57@gmail.com if you are interested.
- Important reminder. All Architectural requests must be submitted via email to Sherri Kennedy with Sentry Management, skennedy@sentrymgt.com. Applications are available on the community portal or the Windward Key website. Please be sure that all requests are complete with any necessary drawings, materials or colors being used. If the request is not complete, the application will not be reviewed or accepted. The Committee has 30 days to respond so please try to plan. We will always do our best to get back to you sooner.