

MEETING MINUTES

Windward Key Homes Corporation

Board of Director Meeting Minutes

Saturday, March 8, 2025

Northeast Community Center (NECC) & Microsoft Teams Virtual Meeting Platform

4075 Gordon Stinnett Drive, Chesapeake Beach, MD 20732

Attendees:

Ken Deutsch, President
Theresa Melson, Vice-President
Alfredo Acosta, Secretary
Victor Smith, 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. *Theresa Melson motioned to approve the agenda with revisions. Ken Deutsch seconded the motion and the vote carried unanimously.*

Approval of the Meeting Minutes:

Theresa Melson motioned to approve the November 2, 2024 Budget/Board of Directors meeting minutes as submitted. Ken Deutsch seconded the motion and the vote carried unanimously. Theresa Melson motioned to approve the November 2, 2024 Organizational meeting as submitted. Victor Smith seconded the motion and the vote carried unanimously.

President's Report:

- Projects completed:
 - Sealcoating and painting of roadways and parking area.
 - Boardwalk soft wash and sealing.
 - In process of refurbishing pool chairs and some lounges. Will paint tables before opening.

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.
- With Bruce Montgomery's absence, Theresa Melson informed the members that the Association is currently on budget through January and on target to meet required reserves. The Board has approved to move forward with a Level II reserve study update with more realistic replacement costs due to inflation.

Committee Reports:

- Committee Reports provided electronically to membership and presented during the meeting. See attached.
- Additional information from Landscaping Committee:

- DNR has cut bay funding. Committee is preparing a notice to send to owners.
- Landscaper is planning on mulching close to Easter. A formal notice will be sent in advance once the dates are confirmed.
- Additional information from Pool/Recreation Committee:
 - Would like to move community picnic from Labor Day weekend to another weekend in September. All were in agreement.
 - Committee looking to purchase an automatic pool cleaner and a lifeguard stand.
Theresa Melson made a motion to approve pool expenses not to exceed \$1,000.00, Ken Deutsch seconded the motion and the vote carried unanimously.

Manager's Report:

- Written report provided to Board.

Unfinished Business:

- None

New Business:

- Upcoming expenses: A minimum of two tie rod replacements, beach stair repairs, concrete replacement, and pool cover replacement.
 - Theresa Melson has been working with the insurance carrier to determine appropriate coverage. This will be adjusted as necessary.
 - *Theresa Melson made a motion to approve the Boat Lift application for Slip 18 contingent upon the items outlined in the amendment are followed. Ken Deutsch seconded the motion and the vote carried unanimously.*
 - *Theresa Melson made a motion to authorize Bruce Montgomery to work with Sentry Management to re-invest the funds from the two maturing CD's (4/15/25 & 5/18/25) with the financial institution with the highest interest rate with a term that will maintain a ladder effect. Alfredo Casta seconded the motion and the vote carried unanimously.*
 - *Theresa Melson made a motion to ratify the Board's decision to approve a level II reserve update with Reserve Advisors. Alfredo Casta seconded the motion and the vote carried unanimously.*
 - *Theresa Melson made a motion to approve the 2023 Draft Audit as submitted, Alfredo Casta seconded the motion and the vote carried unanimously.*
 - *Theresa Melson made a motion to appoint Alfredo Casta, Jim Thrift, Scott Jarboe, and Chris Martinez to serve on the Marina Committee, Ken Deutsch seconded the motion and the vote carried unanimously. Alfredo Casta will act as the interim Chairperson.*
 - *Theresa Melson made a motion to approve the three year duck blind permit, Ken Deutsch seconded the motion and the vote carried unanimously.*
 - *Theresa Melson made a motion to ratify in the meeting minutes the Architectural Committee's decisions as follows:*
 - *8051 Windward Key – Application approved to install non-permanent paver patio.*
 - *8096 Windward Key – Application denied for roof shingle replacement. Application re-submitted and approved with roof manufacturer/color contingency.*
 - *8076 Windward Key – Application approved to replace siding and trim on front, side, and rear of unit.*
 - *8088 Windward Key – Application approved to replace deck/railings with Trex/pvc material.*
 - *4005 Windward Key – Application approved for replacement/modification to windows, doors, decks, and stairs.*
- Alfredo Casta seconded the motion and the vote carried unanimously.*

Owners Forum:

- No owner comments received.

Adjournment:

There being no further business, Theresa Melson motioned to adjourn the meeting. Ken Deutsch seconded the motion and the vote carried unanimously. The meeting was adjourned at 10:57 a.m. The next meeting is scheduled for 6/14/25 at 10:00 a.m.

Committee Reports

a) Pool & Recreation – as submitted by Laura Deutsch

Pool

- A to Z Pool Management will again be our pool management company. They are recruiting lifeguards/pool operators - if you know of anyone interested - please contact them at azpoolmanagementofsomd@gmail.com
- All pool chairs and about ½ of the loungers have been sent away and refurbished.
- In early May we will be seeking help from volunteers to clean the pool house and prepare the pool deck for opening.
- The projected date for the pool opening is Saturday, May 24th at 11AM.
- The pool hours will be: Saturday/Sunday/Holidays are 11AM - 8PM, Monday - Friday 12PM - 8PM except when Calvert County Schools are in session - those hours are 4PM - 7PM. Calvert County Schools are in session until Friday, June 13th and resume Tuesday, August 26th.

Recreation

- Sports Court – Just a reminder that the combination lock is still on the gate. Please remember to lock it back up when you are done using it.
- Discuss: Who is responsible for fixing the bocce ball court after a heavy rain? When will the unused bocce ball court section (stacked along the fence) be disposed.
- Labor Day Picnic – Discuss: Date change of the annual picnic from Labor Day to either mid-July or mid-September.

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: Vacant

Marina Committee Members:

- Slip 15 – MC application submitted and approved to replace piling cap. *Ratify in meeting minutes.*
- Currently seeking volunteers to serve on the committee. If interested, please contact Sentry Management or a Board member.
- The marina water lines will be activated as soon as the weather permits for the boating season. Slip owners will be notified when water has been turned on and lines checked.

c) Landscaping – as submitted by Sue Alexander

- Winter is a quiet time for Landscaping. Blue Turtle Landscaping has been in the community several times each month for general cleanup and leaf blowing.
- New benches have been purchased and will be placed in two locations – one on the large island across from the main entrance and one at the north end of the community on the bayside next to Veterans Park. They should be in place in early March.
- There are three dead trees in the community – two on the island closest to the bay in the south parking lot and one next to the gate to Veterans Park. Due to the size of the trees, permits will be needed from Town Hall to remove these trees. All three trees will be replaced one-for-one with appropriate species for our area.

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.

- The Committee met on February 12, 2025 and discussed the following:
 - Roofs – In general, do we allow other types of roof shingles? On behalf of the committee, Jim Thrift did extensive research on roofing standards and warranties. The Committee voted to not allow any other types of shingles. We are working on new language for our HOA rules “If you are replacing a roof that is continuously connected to a neighboring unit, you must consult with impacted neighbors. The roofing materials must comply with HOA standards and colors. The seams between continuously connected roofs must be installed in compliance with ASTM roofing standards. Compliant materials and installation protect all homeowners and their respective roofing warranties. We also agreed that we need to add a checkbox to the Architectural Change Form that indicates that they agree to complying with all HOA rules and ASTM roofing standards.
 - Siding – The committee is now allowing a new cement siding which is Terra Plank vs current standard of Hardie Plank. The committee spoke with the contractor for the Allura Terra Plank. The contractor says it is 10-15% less expensive product, has more color options and has similar performance with the same 7” reveal, cedar plank finish and comparable installation costs.

The Committee also reviewed a color of Hardie Siding that was submitted for approval directly to the Committee Chair. The color is Chiseled Green. The committee felt that the color was too deep of a green, and it did not fit in with the overall color scheme of the neighborhood.
 - Windows – The Committee discussed allowing casement windows for the entire house vs double hung windows. Sarina Arcari agreed to conduct the research necessary for the committee to make an informed recommendation for future changes to HOA rules. She will report back at our follow-up meeting on April 23.
 - Garage Doors with Windows – The Committee discussed looking into allowing more updated garage doors that have a panel of glass across the top only. This will be discussed more at our follow up meeting.
 - Retractable Screens on the Lower Deck – The Committee discussed if we should allow screens on the lower decks. Sue Mills will do the research on products available and possible standards that we might allow. She will report back at our April 23 follow up meeting.
 - Doggie Fences – The Committee discussed a variety of options and universally agreed that they are not approved.
 - Awnings – The Committee discussed the front door awnings, Bedroom awnings, and the Retractable awnings. Norma Robertson will look into possible alternatives to canvas front door entries.
 - The Committee is also working in making a few edits to the Architectural Change Order and requesting Board Approval.
- Architectural applications submitted since the last meeting:

- 8051 WWK – Architectural application approved for a non-permanent paver patio. *Ratify in meeting minutes.*
- 8096 WWK – Architectural application disapproved for roof shingle replacement. *Ratify in meeting minutes.* Application re-submitted and approved with contingency. *Ratify in meeting minutes.*
- 8076 WWK – Architectural application approved to replace siding and trim for front, side, and rear. *Ratify in meeting minutes.*
- 8088 WWK – Architectural application approved to replace deck/railings with Trex/pvc. *Ratify in meeting minutes.*
- 4005 WWK – Architectural application received for windows, doors, decks, stairs replacement/modification. *Await Response.*
- 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. If you have any questions prior to submitting your application please email Architectural Co-chair, Jim Thrift at jimthrift911@gmail.com.