

MEETING MINUTES

Windward Key Homes Corporation

Board of Director Meeting Minutes

Saturday, September 13, 2025

Windward Key Community Pool & Microsoft Teams Virtual Meeting Platform

Chesapeake Beach, MD 20732

Attendees:

Ken Deutsch, President
Theresa Melson, Vice-President
Alfredo Casta, Secretary
Bruce Montgomery, Treasurer
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 2:05 p.m. by President Ken Deutsch. The meeting was held at the Windward Key Community Pool, Chesapeake Beach, MD with the option for attendance through Microsoft Teams Virtual Platform.

Approval of Meeting Agenda:

The agenda was reviewed. *Alfredo Casta motioned to approve the agenda with revisions. Bruce Montgomery 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.

President's Report:

- Welcomed new owners to community. Brief introduction of owners/Board performed.

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.
- Reserve Study update completed.
- Draft proposed budget calls for a 2% increase bringing the monthly unit assessment in 2026 to \$410. The marina monthly assessment will increase to \$38. The reserves must be budgeted according to the fees outlined in the updated reserve study.
- The Board has received an estimate from Crandall Excavating & Marine Construction to replace several tie rods and other repairs as noted during an inspection.
- Investing funds in CD's with higher interest rates as they mature.

Committee Reports:

- Committee Reports provided electronically to membership and presented during the meeting. See attached.
- Additional information from Pool/Recreation Committee:
 - Owner would like consideration given for extra umbrellas to be used between lounge chairs.
- Additional information from Marina Committee:
 - Chris Martinez and Scott Jarboe will co-chair the Marina Committee.
 - Scott Jarboe will follow up with BGE.
 - Committee will work on obtaining cost to complete Marina/Boardwalk electric inspection.

- Additional information from Landscaping Committee:
 - Sue Alexander will be working with Sarina Arcari in transitioning as the new Landscape Committee Chairperson beginning 1/1/26.
- Additional information from Architectural Committee:
 - Marilyn VanWagner and Sarina Arcari presented information concerning proposed architectural guideline revisions (see attached). A vote on topic two regarding front door awning replacement will be taken at the annual meeting.

Manager's Report:

- Written report provided to Board.

Unfinished Business:

- Board and Committees working on revising rules and regulations to be presented and voted on by the Board.

New Business:

- *Theresa Melson made a motion to authorize Bruce Montgomery to work with management to re-invest the funds from the CD maturing on 10/15. Ken Deutsch seconded the motion and the vote carried unanimously.*
- New law beginning 10/1/25 prohibiting management from being involved in the election process of collecting/tallying ballots. The community has opened up a mailbox at the Chesapeake Beach Post Office so members can mail their ballots. Michael Bennett has agreed to collect the ballots.
- *Theresa Melson made a motion to approve the pool agreement with A – Z Pool Management. Ken Deutsch seconded the motion and the vote carried unanimously.*
- *Theresa Melson made a motion to approve the Architectural Committee's proposed Rule changes, excluding option 2 regarding overhang replacement. Bruce Montgomery seconded the motion and the vote carried unanimously. (See attached presentation information)*
- *Ken Deutsch made a motion to ratify the Board's decision to approve the agreement with Crandall Excavating & Marine Construction for a cost not to exceed \$18,000. Ken Deutsch seconded the motion and the vote carried unanimously. This is a reserve expense.*
- *Theresa Melson made a motion to ratify the Board's decision to approve the contract with Tru Seal Asphalt and concrete for a cost not to exceed \$2,500.00. Alfredo Casta seconded the motion and the vote carried unanimously. This is a reserve expense.*
- *Bruce Montgomery made a motion to ratify in the meeting minutes the Architectural Committee's decisions as follows:*
 - *4013 Windward Key – Application approved to install push piers.*
 - *8096 Windward Key – Application disapproved for roof shingle replacement. Application re-submitted and approved with contingency*
 - *8066 Windward Key – Application approved to re-build front stair divider.*
 - *8068 Windward Key – Application approved to re-build front stair divider.*
 - *4005 Windward Key – Application approved to install for windows, doors, decks, stairs replacement/modification.*
 - *4005 Windward Key – Application approved to install propane tank contingent upon screening. Screening plans must be submitted and approved.*
 - *8199 Windward Key – Application approved to widen front driveway. Alfredo Casta seconded the motion and the vote carried unanimously.*

Owners Forum:

- No owner comments received.

Executive Session:

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

Action Items/Return to Open Meeting:

- *Theresa Melson made a motion to remove/write off any dollar amount on the accounts receivable report that is under \$5.00. Bruce Montgomery 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 4:00 p.m. The next meeting is scheduled for 10/25/25 at 10:00 a.m. and will be held Northeast Community Center (NECC).

9-13-2025, Committee Reports

Architectural – as submitted by Marilyn VanWagner

Architectural Committee Chair: Marilyn VanWagner

Architectural Committee Co-chair: Sarina Arcari

Architectural Committee Members: Jim Thrift, Sue Mills, Barbara Kete, Jim Persechino, and Michael Bennett

We have received complaints concerning the number of contractor vehicles parked along the roadside. While we are delighted to see so many homeowners investing in improvements to their properties, this increased activity has led to congestion and raised safety concerns on our roads. In response, we will be adding a new clause to our Architectural Change Application, which will require the homeowner's initials to acknowledge this policy update.

This clause reads as follows; I understand that it is my responsibility, as the homeowner, to inform my contractor(s), per our contractual agreement, that their trucks are not permitted to park on the main road of Windward Key Drive or Windward Key Court, except briefly for the purpose of loading or unloading equipment and materials. I will ensure that all contractor vehicles associated with my project are parked either in my driveway or in available spaces within the General Parking lots, and I will monitor compliance with this requirement throughout the course of the project.

The other issue that we have been having is contractors leaving their debris on common property. To help alleviate this problem we will add this clause: The owner is responsible for communicating, and to ensure that debris, material, or equipment is not being left on common property by their contractor overnight.

Reminder, the Architectural Change Application is 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 again to Enid Acosta for making this happen!

At the September 13, meeting we will be introducing an option for replacing the interior front door awnings with a more permanent maintenance free awning. The new awnings will look just like the awnings which are currently over the front doors on all end units. Some of the things we need to think about are if voted in, what rules will go along with this. In other words, will homeowners be required to switch their awnings out after a certain number of years? We will be taking a community vote on this at the Annual HOA meeting in October.

At the September 13, meeting we will also remind and present examples of items that have been approved over the past year just to remind neighbors that these options are available. Please see attached presentation.

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. We have since updated this and it will be sent to the board after the vote on the above interior awning replacement. Understandably The Board will wait until all Committees have had a chance to update their sections before publishing our edits to the website.

Here are our requests since the last meeting:

- 4013 WWK – Architectural application approved to install push piers. .
- 8096 WWK – Architectural application disapproved for roof shingle replacement. Application re-submitted and approved with contingency.
- 8066 WWK – Architectural application approved to rebuild front stair divider.
- 8068 WWK – Architectural application approved to rebuild front stair divider.
- 4005 WWK – Architectural application approved for windows, doors, decks, stairs replacement/modification.
- 4005 WWK – Architectural application approved to install propane tank contingent upon screening. Screening plans must be submitted and approved.
- 8199 WWKI – Architectural application approved to widen front driveway.
- 8083 WWK – Architectural application submitted to replace front stairs and deck with composite materials. Await response.
- 8049 WWK – Architectural application submitted to change front and rear door pant color. Await response.

The Architectural Committee would like to invite you to join our committee. 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 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.

Pool – as submitted by Laura Deutsch

- The WK pool season was successful, operating under regular pool rules and with no serious incidents reported.
- The pool was closed a total of 2 days due to the weather and closed early 6 days due to late afternoon storms.
- Repairs done on the pool for the 2025 season:
- Re-webbing of all pool chairs - chase loungers will be done for the 2026 season.
- Deep cleaning of the lifeguard room, the bathroom and shower rooms.
- Painting of “No Diving” warnings on pool deck.

- Pool underwater lights repaired.
- The Martinez Family donated a new basketball hoop for the pool - Thank-you!

If anyone has any suggestions for next year please let me know.

Recreation – as submitted by Laura Deutsch

The Martinez Family sponsored a pool duck/pizza party for the kids during Labor Day weekend - fun was had by all!

The HOA sponsored luncheon was moved from Labor Day to September 13th.

Sports Court – as submitted by Laura Deutsch

The sports court resurfaced and the playing court lines were redone this past spring. Going forward, TruSeal will be out each spring to perform maintenance and refresh of the court surface.

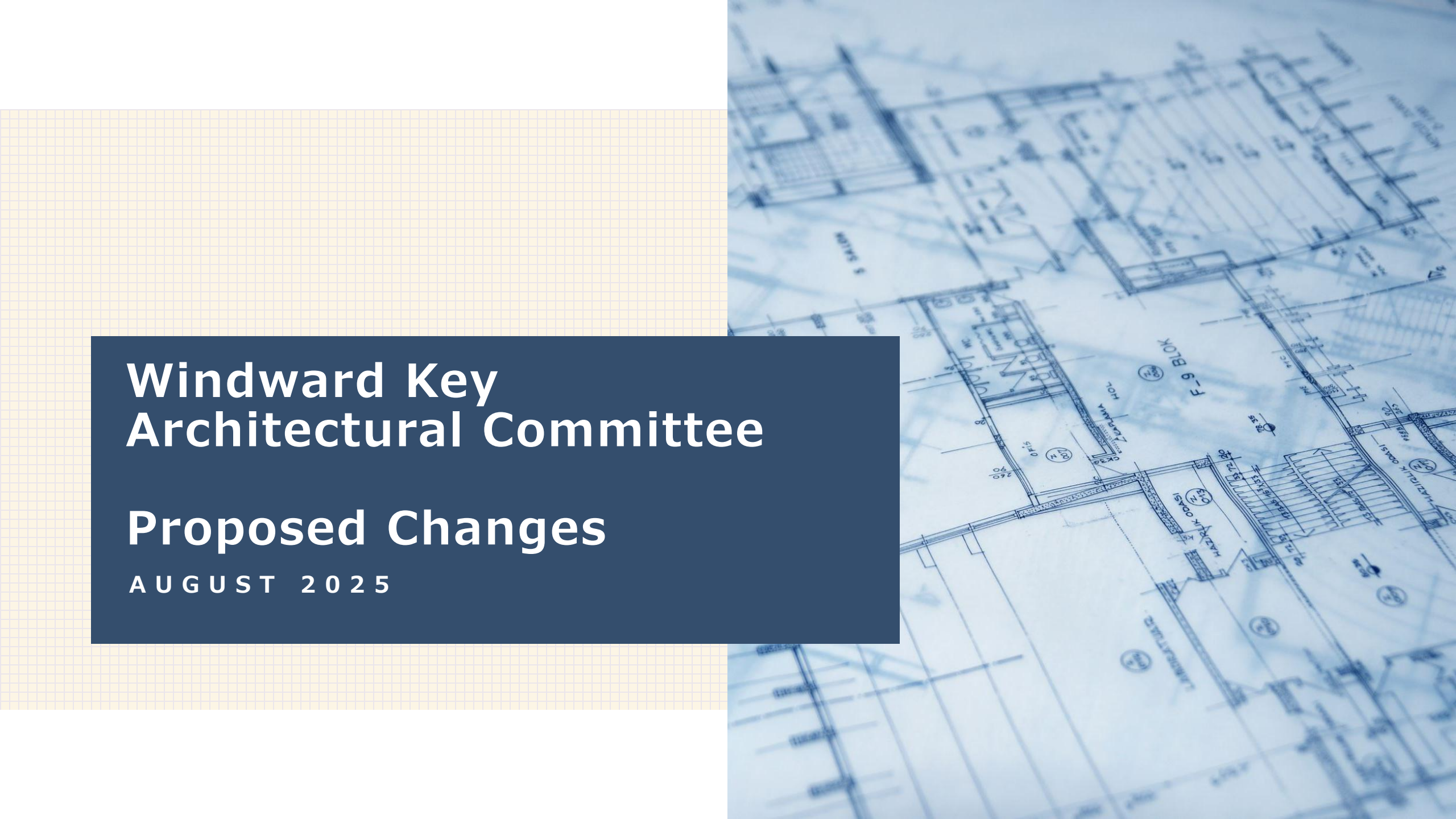
Marina – as submitted by Scott Jarboe

- Fire extinguishers – The fire extinguishers need to be replaced. Proposal previously submitted for Board approval.
- Electric – Tom Miller Electric completed an inspection of the Marina electric. Everything looked good, and up to code, with the exception of 2 things – (a) two pedestals did not have GFCI receptacles, and (b) the jammed breakers at the meter stack. Proposal received for Board approval to repair both issues.
- Loose Boards on pier – Committee/volunteers to replace/repair boards.
- Slip demand – There continues to be some demand to buy or rent slips so we will continue to engage with easement holders to understand interest.
- Boat lifts – Other members may be interested in boat lifts. Marina Committee to explore options on lift motor intrusion.
- Water – Winterization process to begin in November.

Landscaping – as submitted by Sue Alexander

- Overgrowth on the beach near the jetty was cleared out.
Fall mulching is complete
- Fall/winter pansies have been planted
- Grasses will all be pruned back by the end of October.
- Routine maintenance/grass mowing will conclude at Thanksgiving.

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.



Windward Key Architectural Committee

Proposed Changes

AUGUST 2025



Agenda

Proposed Changes to Rules & Regulations Document

- ✓ Ground Floor Deck Retractable Screens
- ✓ Front Door Awning Replacement
- ✓ Casement Windows
- ✓ Ground Floor Deck Ceilings
- ✓ Roofing Code Compliance for Shared Continuous Roofs
- ✓ Propane Tank Policy
- ✓ Garage Door Replacement Option

Topic one

GROUND FLOOR DECK RETRACTABLE
SCREENS

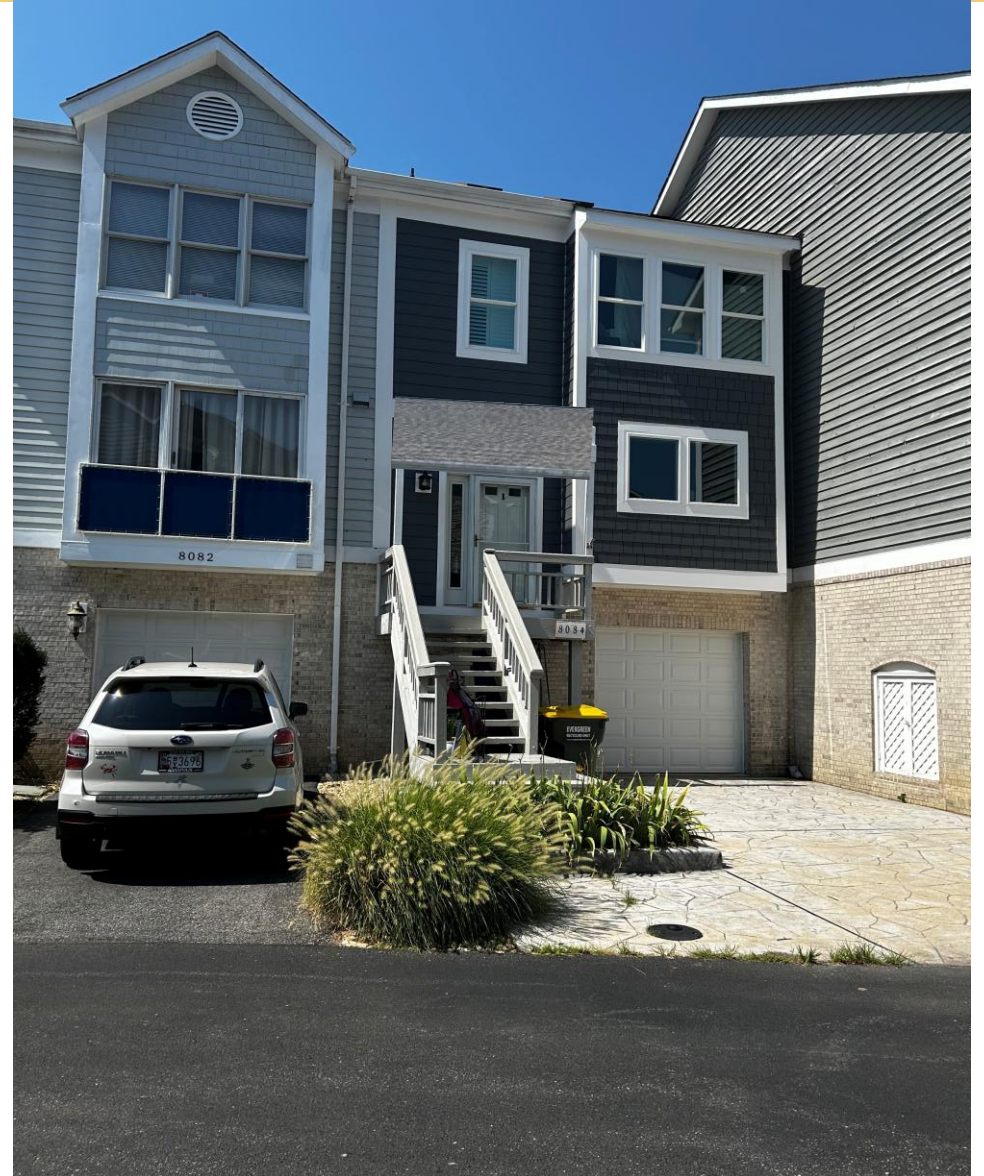


Topic two

FRONT DOOR AWNING REPLACEMENT



Single Entry Roof



Shared Entry Roof



Topic three

CASEMENT WINDOWS



Rear Ground Floor Sliding Door Replacement

Siding material under casement windows must match rest of house.



Topic four

GROUND FLOOR DECK CEILINGS



Windward Key Homes Corporation
Board of Directors Meeting
September 13, 2025

NAME	UNIT ADDRESS
Phil Pfanschmidt	4013
ENID M. Acosta	8049 + Alfredo Casta
GEORGE HADDAD	8051
Cher Luke	8095
Ivan Fyhozzi	8098
Marilyn Vanvlagner	8060
Jim Thrift	8058
Chris Wilson	8060
SARINA HROAKI	8199
Doug Thornton	8069
Renée Thornton	8069
Alex Thornton	8069
Chris Martinez	4005
Desirae Martinez	4005
DANNY BENNETT	8084
Paulette Scott	8086
DIANA THOMPSON	8059
Ch McE	8097
Joey Boy	8081
ANGIE NOWAK	8055
SCOTT ENGEL	8055
NORMA ROBERTSON	8054 + 0876
TRINA DE	8179
Jim Pendum	8179 WK
Karen Kowakowski	8083
Mike Bennett	8094 WK
Barbara Jarboe	8090
Gwen McKinney	8064 WK Drive

Topic five

ROOFING CODE COMPLIANCE



Topic six

PROPANE TANK POLICY



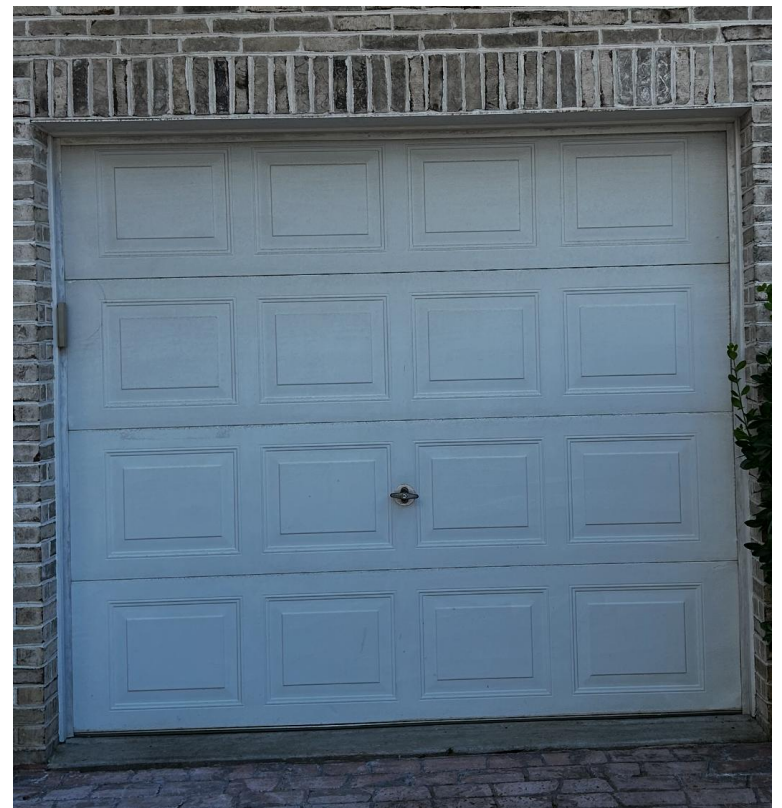
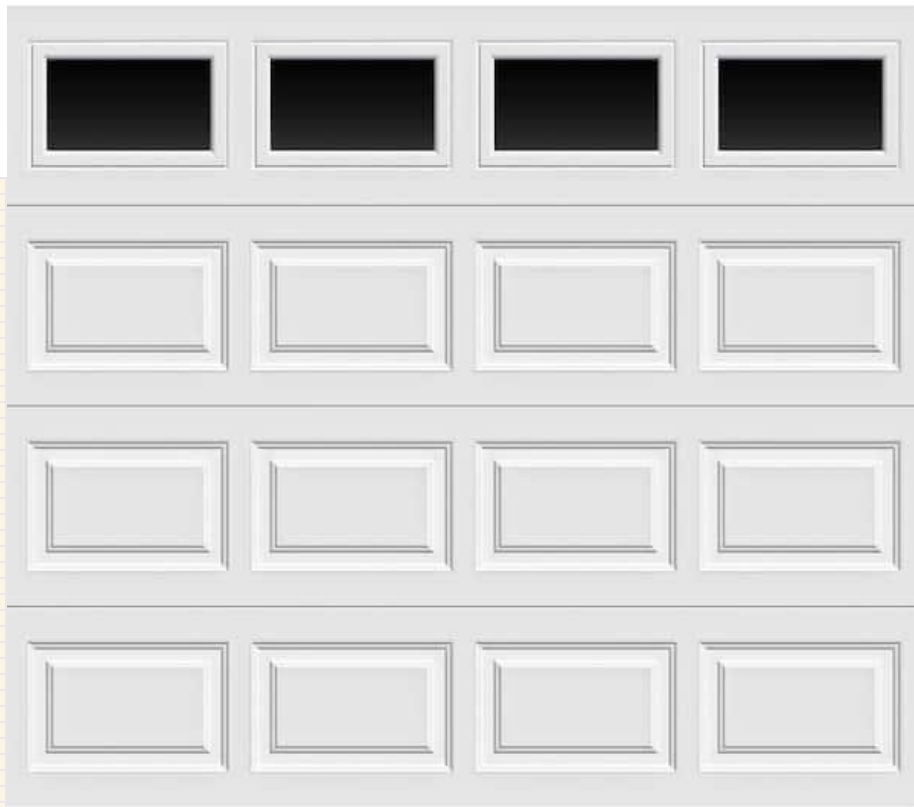
Should Windward Key Have Propane Tank Policy?

Questions to Consider Related to Community Safety (WK Board)

- At minimum we need to document that NFPA 58 national code standards must be followed, where is the most appropriate positioning for this documentation related to community safety? (Bylaws, Covenants, Rules & Regs)
- How many units in the community should be permitted to have LP tanks?
- Is there a size limit for an LP tank?
- Does size of tank differ between interior and end units?
- Are there insurance liability issues at the community or only homeowner level?

Questions to Consider Related to Community Aesthetics (WK ACC)

- What, if any, aesthetic planting or screening material should be required to conceal appearance of tanks?
- ACC recommends that all changes related to LP tanks require ACC approval



Topic seven

GARAGE DOOR OPTIONS



Thank you