



*Website: [www.winterparkhighlands.org](http://www.winterparkhighlands.org)*

**Meeting Minutes**  
**Winter Park Highlands Association**  
**Board of Directors**  
**When: July 29, 2016 at 7:00PM**  
**Location: Bill Tetlow's Residence**

**Present:**

Bill Tetlow (President), Cress Carter, Sherry Pelton, Scott Ledin(VP), Heidi McNinch, Fred Chapin , Susan Oderwald

**Guests:** N/A

**Via Conference Call:** N/A

**Absent:** Charlie Bouchard (Treas), Karen Bishop(Secy),

**Quorum:** Established

**Additions/Corrections Needed & Approval of Agenda:** *Approval Sherry asked to add Newsletter*

**Minutes** - *Bishop - Approved*

**Treasurer's Report** - *Charlie (sent earlier)*

**Information Items**

1. All bills paid YTD
2. Ballot on WPHA Commons: Approved by 68% of membership. Update from Bill: We still need signage at the top of the road into Winter Park Commons. It is now Lot 70, 8564 Elk Park Trail. Discussion on what it should say... Scott offered some photos to give us an idea of signage. Susan Oderwald offered to talk with Melinda McWilliams who is a landscape architect to offer some opinions.
3. Water Rights - Retainer to Cazier.  
Discussion points: Agreed that we seek absolute rights to the pond, Retain conditional rights to the 8 acres around the pond and abandon all others. Cress recommended we consider adding an acre foot to the pond at a later date.

4. Newsletter: Sherry read the major points of the newsletter and it was agreed that this was a good step to maintaining communication with Association members. Bill wants to make a few edits and it will then be given to Mike to send out.

Key points highlighted in the newsletter:

- A. Give Association members two options for the trash fee/ quarterly or yearly (**need to add to Paypal**) Bill also cited concerns about keeping track of those who have paid (recommended that he will check to see if Charlie would do that as part of his treasurer role)
- B. Give Association members options for Homeowners Dues – semiannually and annually (**need to add to Paypal**)

### **Old Business**

1. Fund Raising – Discussion about possible Homeowners event (looking at next summer) that might generate some good will and excitement about the Association. Sherry informed the Board that we received \$2000 toward our trash enclosure project.
2. New members: welcomed new member Susan Oderwald. Need to add two more members.
3. Heidi agreed to stay on the Board one more year. Fred Chapin added 3 more years to his tenure.
4. Recommended that we contact all Board members and past members and ask them to pay their 2017 dues as soon as possible which will give us some working capital. (Letter can be sent by Sherry)
5. Cress suggested that we should be developing a marketing strategy around good communication with our members and adding new members. The next Board meeting will be brainstorming ideas about how we want to be “branded”.
6. Need to develop communication about our covenants to realtors, contractors etc. (also part of the discussion about Architectural Committee) so they understand that these are enforceable and part of the contracts of homeowners.

### **New Business**

1. Election of Officers  
Scott made a motion to retain the same slate of officers for the next year  
Bill would like any additional assistance that he can get this next year (and if anyone would like to take over his position earlier)

2. Meeting Dates Time for 2016-7  
It was decided that we should try to do quarterly meetings and do other business by email or conference call.
3. Wildfire Adapted Communities - Project Leader needed...tabled
4. By-Law Changes Committee - Review & suggestions.....tabled

### **Architectural Committee**

1. 2 Vacancies on board filled by appointments by board with unanimous consent for a period of one year.
2. Appointments to Architectural Review Committee - 5 needed
  - a. Cress Carter
  - b. Bob Colosimo (chair pro-tem)
  - c. Fred Chapin
  - d. Don Baxter
  - e. Open
3. Architectural Committee/Covenants - Role/Enforcement – Cress presented all the information and discussed the history. The Board agreed that the guidelines from 2000 will be the policy document that will be used by the Committee. They will review new construction and if there are any areas of disagreement they will be submitted to the WPHA Board.

### **ACTION ITEM:**

#### ***Be thinking of how you would like to see WPH “Branded”***

1. Why did you choose to buy a lot/home in the Winter Park Highlands?
2. If you live here now, what do you like about the Winter Park Highlands?
3. What would you like to see changed, if anything?
4. What impression do you think people have of the Winter Park Highlands when you tell them you live here?
5. What impression would you like them to have?

Another framework to think about our “product” (i.e., our neighborhood) is SWOT: Strengths, Weaknesses, Opportunities, Threats. .

**Meeting adjourned at 9:13 PM.  
Next meeting: Friday, September 16, 2016 –  
Cress Carter’s Residence  
Directions to follow**