

**Whispering Woods Homeowners Association of Seminole County, Inc.**  
**BOARD OF DIRECTORS MEETING**  
**July 23, 2025**

Board Members in Attendance: Jenn O'Brien, Deb Shea, Kendra Dawson, Jessica Paniaqua

Board Members absent: n/a  
Homeowners present: John Kelly

The meeting was called to order at 6:32pm. Quorum was unverified due to recent changes. The meeting was properly noticed.

**OPEN FORUM:** John was looking for updates on the management company options discussed at the June 2025 meeting and we updated him on the plan that we would be drafting a letter (already started by Jenn) and there would be an opportunity to speak with the potential management company in August and there is a plan for the homeowners to be able to have input on the matter by September. In the meantime, we noted that we still did not have any volunteers to join the board.

Note, there was some discussion on if homeowners are permitted to be present for the entire Board of Directors meeting and Kendra will verify these rules through the HOA documentation.

**MINUTES**

Motion was made by Jenn and seconded by Jess to approve the June 18st, 2025 Board Meeting Minutes. Approval on July 28th.

**FINANCIAL**

- We reviewed the current balances of both checking and savings accounts.
- Only one homeowner is past due on their 2nd half dues, Jenn has emailed them

**OLD BUSINESS:**

- Tree trimming in park common area - Kendra reached out to TJ for an updated timeline and he said they would trim the tree in the park the week of July 28th.
- Patch of dead grass at north end of curb at park - Jess contacted DS Landscaping who noted that the sprinklers may not hit that spot and they would check the grass.
- Costs came in for the Clonts Corner beautification project, but there are still some updates to the costs pending so no vote was taken.
- Deb brought hard copies of the newsletter for the board's review. The board agreed to provide feedback by August 1st.
- The board reviewed costs, budget impacts, and pros/cons of hiring a management company and further discussed how to get the information to homeowners, agreeing

- to review and provide suggestions to Jenn's draft. Jenn to upload to Google Drive, Kendra to provide feedback ASAP.
- Lamp post has been repaired, but there was some damage from this work. DS Landscaping has provided a quote and the board approved that the work should proceed.
- Per the June meeting, it was determined that the board roles needed to be filled. It was agreed that Kendra Dawson will now be the President and the new Secretary will be Deb Shea.
- Kendra to review of tasks that the board performs, simplify, and update the board when it is ready. The board will then review the list to determine what actions can be taken by current board members and identify where help is needed.
- Letter drafted to community to recruit for new board members, Jenn to upload to Google Drive and Kendra to provide feedback ASAP.

#### **NEW BUSINESS:**

- Jess noted that there was a problem with our irrigation system leaking at the Lake Jessup entrance into Whispering Woods and that DS also provided a quote for this work. The board agreed that this work should proceed.
- Jess received two quotes for pressure washing of community areas (PCPI and Aqua). Jenn made a motion to approve the quote from Aqua and this was unanimously approved.
- Jenn noted that a significant number of homes in the neighborhood were not within expected compliance for pressure washing/general upkeep. She is going to send a letter to uncompliant homeowners (all Bccd), to ensure awareness.
- The idea of compensating future board members was discussed, but in general the board agrees that compensation for being a board member is inappropriate and would ultimately impact the HOA budget (5-7 board members not paying dues is ~\$3,000 to \$5,000 per year).

#### **ADMINISTRATIVE:**

- The Go Daddy domain name for our HOA website was renewed by Jenn.
- It was noted that we've had more than one board member change in the last several months and that accounts need to be updated with the current board and future adjustments for adding new board members.
- It was also noted that we should keep the HOA files on hard drives accessible to at least two board members, in case of any problems with the online storage system.
- Jess to get quotes for a storage unit for the Whispering Woods HOA property (small unit, temperature controlled).
- Kendra to research and review current Reserves strategy, to determine if we are saving the appropriate amounts in our reserves to cover reasonable future expenses and ensuring the lowest dues possible.
- Jenn noted that there was a significant amount of improvement possible for the method / filing structure for the traceability of the Compliance Letters and offered to re-organize this information.

#### **NON-COMPLIANCE:**

- 100 Forest Trail - general upkeep of planter areas, overgrown bushes touching roof, weeds; Jenn to send out Violation Notice & Compliance Demand once DS sends estimate to landscape yard for homeowner; a courtesy notice will also go out for weeds still very prominent in bushes/hedges in front & side yard; bushes/hedges need trimmed, dead patches of grass & weeds in front yard & curb
- 190 Forest Trail - driveway extension; Homeowners responded that the area to the right of their driveway was like that when they purchased the house. The board agreed to respond to the homeowner regarding the fact that they park a car on that spot and if that is the intended use, they must extend the driveway and submit an application for that work or discontinue parking on it to allow grass or plants to be planted; Jenn to send out third notice
- 86 Winding Oaks - driveway extension, leaves and weeds in yard; the homeowners have addressed the compliance issue and will receive a second notice of the tree issues on the fence line if not addressed by 8/17/25
- 76 Winding Oaks - continues to remain out of compliance based on previous issues cited, driveway extension; some maintenance performed but not to expectations; Jenn to send out Violation Notice & Compliance Demand once DS sends estimate to landscape yard for homeowner; a courtesy notice will also go out for weeds still very prominent in bushes/hedges in front & side yard; bushes/hedges need trimmed, dead patches of grass & weeds in front yard & curb
- 136 Winding Oaks - pressure washing of drive, sidewalks and house needed; Jenn to send second notice
- 189 Winding Oaks - lack of grass, weeds throughout yard; Jenn to send 3rd notice if not addressed by 8/6/25
- 71 Forest Trail - no grass; Jenn to send 3rd notice if not addressed by 8/6/25
- 206 Winding Oaks - fence replacement debris - resolved

**ARB APPLICATIONS:**

- N/A

**NEXT MEETING:** 6:30 PM, August 20th, 2025 at 170 Forest Trail

**ADJOURNMENT:**

There was no further business to come before the Board. The meeting adjourned at approximately 8:35 PM. Motion to adjourn by Kendra seconded by Jenn.

Respectfully submitted by:  
Kendra Dawson