

FOUR SEASONS CONDOMINIUM OF WINTER PARK

Board of Directors Meeting

June 13, 2018 @ 6 p.m.

At the on-site clubhouse of 200 St. Andrews Blvd., Winter Park., FL 32792

AGENDA

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FOUR SEASONS CONDOMINIUM ASSOCIATION OF WINTER PARK, INC.

BOARD OF DIRECTORS MEETING

MINUTES

May 9, 2018

CALL TO ORDER:

The duly posted Board of Directors Meeting was called to order by Mark Summers at 6:01 pm. on Wednesday May 9, 2018 at 200 St. Andrews Blvd., Winter Park, Florida in the on-site Clubhouse.

THOSE PRESENT: Mark Summers, President
Peter Szedlacsek, Vice President
Boby Townsend, Treasurer
Jill Duckworth, Secretary
Linda Denissen, Director
Patricia Rowe, Sentry Management

MINUTES:

Boby Townsend motioned to approve the April 11, 2018 Board of Directors meeting minutes. Jill Duckworth seconded. All in favor. Motion carried.

TREASURES REPORT:

The treasurer's report for April 2018 was read by Bobye Townsend.

OPEN SESSION:

Cady Way Trail: Mark Summers stated that he and Neal McCulloh are still working on provisions of the agreement the City's Attorney sent for the Cady Way Trail. He informed the residents that Wayne (Butch) Margraf, Traffic Manager of City of Winter Park, who we have been working with has retired. Mark let Patricia know they were to meet with Don Marcott from the City of Winter Park Monday morning at 10 a.m.

Parking on St. Andrews Blvd while baseball games are going on continues to be an issue. Recommended that they call the City of Winter Park non-emergency number especially if they are parked on the wrong side of the road.

Bobbie Clark, head of the Neighborhood Watch discussed the upcoming City Commission election. Carolyn Cooper is re-running for her position Todd Weaver is a new candidate that she met and feels he will be a good candidate to be on the Board. She asked the Board if they would like for her to set up a meet and greet at one of the future Board meetings for the residents to meet Todd and get to know what he plans to bring to the City Commission if he should win. The Board agreed that would be a good idea.

Some decision on handicap parking spaces and the need for more. Board informed the residents as a rule we follow the Fair House Act. If a residents requests a spot and has a handicap sticker the Board will have a handicap sign installed near the unit. But stated that anyone with a handicap sticker can use the spot it is not a reserved spot specifically for them. Question was asked if planned on installing a handicap ramp to laundry facilities. Property Manager will look into having at least one with a handicap ramp.

Resident wanted to know what is the procedure for residents keep their porches cleaned up and replacing damaged screens. Property Manager let her know violation letters get sent out to the homeowner and the resident (tenant) but the way the documents are written there is not much more we can do.

OLD BUSINESS:

Clubhouse Landscaping: O & A Landscaping submitted a proposal to re-landscape and install irrigation to the front of the clubhouse for \$7,685.00. The estimate includes Viburnums, Red Dwarf Azaleas, Hibiscus, Crotons, Hawaiian Thais, Italian Cypress, Society Garlic St Augustine Flortam and mulch (digital picture was supplied).

Boby Townsend motioned to accept the estimate from O & A Landscaping for \$7,685.00 to re-landscape the clubhouse. Peter Szedlacsek seconded. All in favor. Motion carried.

NEW BUSINESS:

Tree Trimming: O & A Landscaping submitted a proposal for \$4,120.00 to trim trees hanging low and over gutters and to remove some damaged dying smaller trees. (map of highlighted trees and description was supplied).

Jill Duckworth motioned to accept the estimate from O & A Landscaping for \$4,120.00 for the tree trimming and removals. Bobye Townsend seconded. All in favor. Motion carried.

Mansard Repair: General Construction of Orlando, Inc. submitted a proposal for \$79,900.00 to repair the mansard at the 300 building. Work to include removing shingles and underlying paper, remove all rotted wood and repair replace wall insulation. If the metal arch is rotted above the window another will have to fabricate-these are not a stock item. Then reconstruction.

Linda Denissen motioned to accept the proposal from General Construction of Orlando, Inc. for \$79,900.00 to repair the mansards at 300 bldg. Jill Duckworth seconded. All in favor. Motioned carried.

Pressure Washing: General Construction of Orlando, Inc. submitted a proposal for \$24,990.00 to pressure wash all the sidewalks, stairs and columns.

The Board discussed then tabled this proposal which they felt was too high. Property Manager will continue to have maintenance pressure wash starting with the worst areas first.

Stutter Painting: General Construction of Orlando, Inc. submitted a proposal for \$39,900.00 to prep, repair all stress wood crakes with wood compound and apply two coat of premium grade satin finish paint.

The Board discussed then tabled this proposal which they felt was too high. Property Manager will count how many shutters are on the property and get some proposals possibly with companies that are just painters.

Metal Light Poles Painting: General Construction of Orlando, Inc. submitted a proposal for \$11,900.00 to prep and paint the metal pole lights with two coats of premium grade satin finish industrial metal enamel.

The Board discussed then tabled this proposal which they felt was too high and that they were not that bad. Property Manager will have maintenance start painting the pole lights along with clearing a small landscape circle around them to add mulch so that the mowers don't hit the bases.

Concrete Repair: General Construction of Orlando, Inc. submitted a proposal for \$9,973.00 to repair 296 sf of sidewalk areas that are raised.

Boby Townsend motioned to accept the proposal from General Construction of Orlando, Inc. for \$9,973.00 to repair the sidewalks. Peter Szedlacsek seconded. All in favor. Motioned carried.

Exterior Doors Replace: General Construction of Orlando, Inc. submitted a proposal for \$10,010.00 to install twenty six new exterior doors. Association would by the doors.

The Board discussed then tabled this proposal which they felt was too high and that they were not that bad. Property Manager will go and see how many are in really bad shape. Jill Duckworth stated she did some research and the price he provided is comparable for this area.

MANAGERS REPORT:

Board reviewed the Manager's report prior to the meeting. Board had no questions at this time.

ADJOURNMENT:

Mark Summers motioned to adjourn the Board of Directors meeting at 7:01 p.m.

Four Seasons Condominiums of Winter Park, Inc.
May 2018

ASSETS		LIABILITIES	
Cash in Bank - Operating	553,779.23	Payables/Prepaid	101,184.91
Cash in Bank - Reserves	2,491,296.20	Reserves (net)	2,491,296.20
Maintenance Fees Receivable	26,127.17	Equity	494,595.14
Prepaid	15,873.65	Insurance proceeds	0.00
Property and Equipment	0.00	payable to reserves	0.00
escrow / reserves	0.00	Escrow	0.00
Insurance proceeds	0.00		
TOTAL ASSETS	3,087,076.25	TOTAL LIABILITIES	3,087,076.25

	Current Period Actual	YTD Actual	YTD Budget	VARIANCE (Over/Under)
TOTAL INCOME	106,079.59	512,426.02	499,175.00	13,251.02
EXPENSES:				
Building Expenses	21,560.43	118,517.77	118,520.88	(3.11)
Grounds	13198	66,013.68	77,688.01	(11,674.33)
Pool/Club	1,862.10	16,260.38	14,309.93	1,950.45
Administration	27,501.38	129,065.95	134,421.69	(5,355.74)
Recreation Area	0.00	0.00	0.00	0.00
Reserves	30,846.90	154,234.70	154,234.70	0.00
TOTAL EXPENSES	94,968.81	484,092.48	499,175.21	(15,082.73)
SURPLUS/(DEFICIT)	11,110.78	28,333.54		28,333.75

COMMENTS:

Landscaping

O & A Landscaping was here for the weekly maintenance on Wednesday May 2nd, 9th, 16th & 23rd. They were also here on Thursday May 31st they were rained out on Wednesday.

O & A Landscaping complete the irrigation re-vamp at the clubhouse for the new landscaping.

O & A Landscaping were here to do the monthly irrigation inspection.

Pools

Seminole Pool Supply were here to clean the pools.

Massey

Massey was on site Wednesday May 2nd, 9th, 16th & 23rd. The 31st was the fifth week.

Maintenance checked the traps at the 3200 bldg. and found one live one. I have called Massey they are scheduling to come back out.

Massey checked the rat traps at the 3200 bldg. none were found. They gave an estimate to replace the old outside rat traps around the property they stated they are out dated and don't work that well for the next Board meeting. I was getting complaints from the residents at 3000 building that they were hearing rats in the wall. Massey said there was evidence rats were chewing the a/c lines. Mark approved sealing the building and will ratify at the next meeting.

Special Meeting

Picked up 3 signs from Fast Signs for the entrances reminding homeowners to submit their proxies. Maintenance put them up at the entrances.

Every week I email blasted all homeowners with emails on file to submit their proxies. Continue calling homeowners whose phone numbers I have on file to submit their proxies. Right now there is 75 proxies with yes, 20 proxies with no and 18 proxies without the proper designated voter signature.

May's newsletter was mailed to all non-resident homeowners and delivered to every door it had reminder to turn in proxies.

Exterior & Grounds

City of Winter Park Utilities were here to fix a city light by the back wall near the 1400 bldg. that was out.

General Construction of Orlando was told the concrete repair and mansard repair at the 300 bldg. was approved. He will start the permit process.

Called Smithson Electric back out for clubhouse pole light still out. They said the wiring is bad that feeds it and will have to trench new wiring. They had to run some new wiring from one of the other pole lights.

Called Bryan Plumbing out for sewer back up at 909, 3406 & 3409. Thursday May 10th answering service called for sewer back up in 1905. Called Bryan Plumbing out.

Prepared packets for the Board Meeting. Maintenance set up the room.

Sherri Branch did a deep clean of the guest suite including cleaning the carpet.

Notified the residents in the 100 bldg. Bryan Plumbing will be here Monday May 21st in the morning to start the re-plumbing. They completed the re-plumbing, have passed inspection and repaired the drywall.

Received the paving report from Universal Engineering. Sent to Board for review.

Smithson Electric were here to work on lights out near the clubhouse and two poles flickering near 1000, 2400/1600 and 3100 bldg.

Property Manager of 2708 called said wall under window was wet. I called General Construction of Orlando out to look at it will be back Monday for the repair.

Homeowner at 1306 called with a leak in her bedroom ceiling. Maintenance see the window ledge above her unit was pulling away from the bldg. they taped it temporarily. General Construction repaired it.

Maintenance painted another the black light posts by the 100 bldg.

Maintenance pressure washed under carport area by the 1500 bldg. that keeps getting green moss on it.

Michael was on vacation the week of the 21st.

Went to Home Depot to pick up some sump pump hose for the family pool. With the rains the pools were really high and to drain quickly the pool deck floods. Maintenance making a break in the existing pipe to attach the hose to be able to drain into the road in an emergency like this.

Maintenance started painting the black light posts on the property. One by the 100 bldg., 200 bldg. and one by the rear corner of 3400 bldg. Also removed grass close to base of poles to install mulch so that landscapers don't bang into them.

Maintenance transplanted some plants to the north side of the tennis courts that Lindy was talking about at the meeting.

Maintenance sanded, primed and painted the exterior door 1601/1604.

Maintenance turned off irrigation with all the rain we had this week.

Maintenance removed mud daubers and wasp nest from bldgs. 200, 700, 800, 1200, 1300, 1700, 1800 & 2300

Maintenance replaced the tank fill valve and flapper in the clubhouse ladies outside toilet.

Maintenance counted the shutters on the property there are 759 total. This includes ones at the windows and the full length ones by in exterior hallway doors.

Maintenance counted the black light posts on the property there are 81 total.

Maintenance assembled the new trash cans for the pool areas and tennis court and put them out.

Maintenance completed the flooring and replacing the cracked toilets in the two clubhouse upstairs bathrooms.

Maintenance repaired guest suite bathroom door where old glued hook came off. They had to mud, sand and repaint it.

Maintenance repaired broken battery cable on the golf cart.

Maintenance painted the step up at 1405/1408 yellow. At this time all entrances with the step up like that are painted yellow.

Maintenance worked on irrigation repairs.

Maintenance delivered newsletter to every door. Had a reminder to send in proxy for meeting.

Maintenance pressure washed front of 3100 bldg. and under the 1500 carport.

Maintenance pulled cracked toilets at clubhouse and are placing peel and stick flooring over old one that was shifted and coming up.

Maintenance primed and painted entry doors at 2801/2804 and 2805/2808.

Maintenance repaired stop sign near 1800 bldg. that was hanging upside down. The top screw came out.

Maintenance pressure washed front of 1500 bldg. sidewalk, front of 1600 bldg. sidewalk, entry ways and columns.

Maintenance repaired some irrigation.

Maintenance sanded, primed and painted exterior door 1605/1608.

Maintenance cut 14 wooden steps to install at the rear of 2304/6.

Board info Updates:

Intent to Lease:

Christine Jobin & Mark Boulier #2204– Approved

Shannon Brown #312 - Approved

James Huff #2203 – Approved

Raul Santiago #710 – Approved

Craig Livingston & Meghan Williams #709 – Approved

Andy Pereira & Jodalis #3504 – Approved

Charles Leggett & Elizabeth Good #2602 – Approved

John Malatesta #3403 – Approved

Ivelisse Gutierrez #104 - Approved

Intent to Sell:

None

ARB:

Carmen Rasnick #3208 – Approved to replace front door, replace water heater

Enrico & Carla Merangoli #3106 – Approved to replace Pacific Electric Panel Box and add overhead light and fan in both bedrooms.

Leif Bouffard #3602 – Approved to replace heat pump, replace hot water heater, replace stab-lok subpanel in a/c closet.

Thomas & Elizabeth Abrassart #512 – Approved to paint unit, new laminate floors (with sound barrier), replace patio door, fix ripped screen, and update bathroom tile.
