

FOUR SEASONS CONDOMINIUM OF WINTER PARK

Board of Directors Meeting

April 9, 2019 @ 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

March 14, 2019

CALL TO ORDER:

The duly posted Board of Directors Meeting was called to order by Mark Summers at 6:03 pm. on Wednesday January 9, 2019 at 200 St. Andrews Blvd., Winter Park, Florida in the on-site Clubhouse.

THOSE PRESENT: Mark Summers, President
Peter Szedlacsek, Vice President
Strahimir Antoljak, Treasurer
Jill Duckworth, Secretary
Patricia Rowe, Sentry Management

MINUTES:

Jill Duckworth motioned to approve the January 9, 2019 Board of Directors meeting minutes. Strahimir Antoljak seconded. All in favor. Motion carried.

TREASURES REPORT:

The treasurer's report for December 2018 and for February 2019 were read by Strahimir Antoljak.

OPEN SESSION:

Mark Summers informed residents we would hold open session till after the paving contractor Hall Company could speak to the Board and residents present. See decision under Old Business.

Bobbie Clark, Neighborhood Watch, informed resident that some cars still are not observing the "No Parking" sign on St. Andrews Blvd. If you see cars parked there call the non-emergency police number 407-644-1313 to report.

Bobbie Clark informed residents there will be re- election for the Commissioner seat available on April 9th.

OLD BUSINESS:

Paving: Mark Summers informed residents that previously we had discrepancies in previous bids which lead the Board to obtain a report from Universal Engineering. Property Manager bid the job out with the engineering specs. Four companies declined after reading the specs based on the legality issues they stated. Hall Company were the one company that agreed to bid the project. Two representatives from Hall Company; John Hall, owner & Eric Donaldson, Manager were here to answer questions regarding the bids presented. They stated they gave two proposals one based on following the engineer's report at a cost of \$445,676.00 and one based on their recommendation at a cost of \$251,796.00. They explained the engineer's specs were to mill the entire property which they felt was not necessary. They stated the report would be comparable to installing a new parking lot at a retail store. The report specs were for heavy traffic areas and above state standards for highway grade. Hall Company stated they recommend milling the inverts 2" to redefine and then 1" to 1 1/2" out. Mark Summers asked when is the best time to pave. They said any time when temperature is 45 degrees & above. They add sand to the asphalt to help not tear up when cars turn the wheels.

Strahimir Antoljak motioned to accept Sunbrite Outdoor Furniture submitted a proposal for \$641.08 to re-power coat & re-strap 2 chaise lounges and 5 chairs. Peter Szedlacsek seconded. All in favor. Motion carried.

Insurance Appraisal Property Inspection: Sedgwick Valuation Services submitted a proposal for \$1,150.00 to do an onsite Insurance Appraisal Inspection of the property. And the next three consecutive reports at \$550.00 per report.

Property Manager informed Board Sedgwick merged with GAB Appraisal who have been doing out annual insurance audit. We have not had a full property inspection in over 6 years. Board discussed it would be a good idea to have the property inspection.

Jill Duckworth motioned to accept Sedgwick Valuation Services submitted a proposal for \$1,150.00 to do an onsite Insurance Appraisal Inspection of the property. And the next three consecutive reports at \$550.00 per report. Peter Szedlacsek seconded. All in favor. Motion carried.

Irrigation Pump: There were three proposals to replace the irrigation pump at the clubhouse pool:

- (1) Dick Joyce Well Drilling for \$10,994.00 to install a 6" 7/5 HP Franklin submersible pump with control box and sub wire and 6" 7/5 275 gpm Grundfos pump with 4" ductile iron check valve. This included
- (2) a one-year warranty parts and labor.
- (3) Neese Irrigation & Pump Service for \$9,500.00 installing 7.5 HP Single Phase Submersible liquid end pump, 6-3 double jacked with ground submersible wire, heavy duty 4 wire splice kit, 3" brass check valve, 6"x3" heavy duty well seals, 7/5 HP deluxe control box. This included one-year warranty parts and labor.
- (4) Steve Young's Well Drilling for \$7,600.00 to install 6" 7/5 HP submersible pump end.

Peter Szedlacsek stated the Franklin Pump in Dick Joyce's proposal was a top of the line pump and wanted to know what brand pump Neese Irrigation was installing.

Jill Duckworth motioned to accept an expenditure up to \$11,000.00 based on Property Manager getting the information regarding the brand pump Neese Irrigation would be installing and having Peter Szedlacsek make the final decision after reviewing both pump specs. Mark Summers seconded. All in favor. Motion carried

MANAGERS REPORT:

Board reviewed the Manager's report prior to the meeting. Board had no questions at this time. Board met in closed sessions to discuss collections.

ADJOURNMENT:

Mark Summers motioned to adjourn the Board of Directors meeting at 7:59 p.m.

Four Seasons Condominiums of Winter Park, Inc.

March 2019

ASSETS		LIABILITIES	
Cash in Bank - Operating	595,465.69	Payables/Prepaid	127,682.50
Cash in Bank - Reserves	2,518,513.24	Reserves (net)	2,487,463.24
Maintenance Fees Receivable	32,778.34	Equity	542,858.17
Prepaid	42,296.64	Insurance proceeds	0.00
Property and Equipment	0.00	payable to reserves	31,050.00
escrow / reserves	0.00	Escrow	0.00
Insurance proceeds	0.00		
TOTAL ASSETS	3,189,053.91	TOTAL LIABILITIES	3,189,053.91

	Current Period Actual	YTD Actual	YTD Budget	VARIANCE (Over/Under)
TOTAL INCOME	102,268.33	311,217.84	301,130.06	10,087.78
EXPENSES:				
Building Expenses	24,274.76	62,904.77	75,256.04	(12,351.27)
Grounds	13,345.87	45,142.54	47,990.34	(2,847.80)
Pool/Club	2,073.36	6,820.88	7,662.75	(841.87)
Administration	22,492.09	71,598.69	77,901.19	(6,302.50)
Recreation Area	0.00	0.00	0.00	0.00
Reserves	30,773.14	92,319.74	92,319.74	0.00
TOTAL EXPENSES	92,959.22	278,786.62	301,130.06	(22,343.44)
SURPLUS/(DEFICIT)	9,309.11	32,431.22		32,431.22

COMMENTS:

Landscaping

O & A Landscaping was here for the weekly maintenance on Wednesday March 6th, 13th, 20th & 27th.

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

O & A Landscaping were here to trim a limb at the 3700 bldg. and remove two large cactus trees one behind 600 bldg. and one behind 2000 bldg.

Pools

Seminole Pool Supply were here to clean the pools.

Picked up new pool signs from Leslie Pool per the Health Department's inspection. Maintenance installed them.

Leslie Pool representative stopped in to give me a catalog and while here looked at pools to see if we needed anything new.

Massey

Massey was here on Wednesday March 6th, 13th, 20th & 27th.

Exterior & Ground

Three companies Allstate Paving, Asphalt Preserve and R.J. Dannenhoffer & Son Paving have declined to bid out the paving project stating that based on the engineer's report they do not want to. I only have one company that agreed to bid the project and they have agreed to have a representative come to the Board meeting next week to answer any questions the Board might have. I have reached out to another company waiting on their response.

Sent Notice of Commencement paperwork (NOC) to Sentry Management for paving project to file in Orange County.

Had copy made of original paving plans for the permit to be pulled for the paving project.

Hall Company picked up copy of paving plans, copy of NOC and copy of signed permit to submit to City of Winter Park to pull the permit.

General Construction received the permit from the City of Winter Park for the clubhouse renovation and will start work back up on Monday.

Home Depot delivered the cabinets and dishwasher for the clubhouse kitchen. They previously delivered the refrigerator.

City of Winter Park were on property flushing hydrants and testing main sewer valves. When they were testing the sewer valve by the St Andrews entrance it caused some pressure which caused the water to come up and it damaged some of the asphalt. They came back today cut out the damaged area and paved over it.

City engineers were on the property looking at the ditch. I spoke with them they stated they are working on the landscape design of the plans for the Cady Way Trail.

Code Enforcement came back out but Helen Alexanian of 903 didn't answer the door again. They will try again next week.

Prepared and delivered Board packets. Confirmed Hall Company would be present at the meeting.

Prepared notices for 600 bldg. to start the re-pipe on Monday March 18th and for bldg. 2000 to start the mansard repair on Monday March 18th. Maintenance will post the notices tomorrow.

Went to Post Office for stamps to mail out re-pipe notices to homeowners of the 600 bldg. whose mailing address is not the unit.

Ordered new pump house door for the family pool that has too much damage to repair.

Residents notified me on Monday March 4th early morning there was a power surge and some lost Called Smithson Electric to check on service call ticket for the ceiling fan boxes in the 900 laundry. On Monday they will check with service manager who schedules the tickets he is out today (Friday).

General Construction of Orlando continue to work on the clubhouse renovation. They came and measured for the counter tops and bar tops. They installed handicap ramp on side entrance to exercise room per permitting requirements.

General Construction of Orlando started the mansard repair at the 2000 bldg.

Called Neese Irrigation & Pump Service and Dick Joyce Welling to ask if the pumps have a manufactory warranty per Peter's request. Neese stated the Sta-Rite pump had a 3-year manufactory warranty and could install next week. Dick Joyce stated the Franklin/Grundfos pump would have to be pulled sent back to the copy and they would determine if they would warrant the pump and they would be a few weeks out as they would have to order the pump. I let Peter know that we are losing landscape without this pump working. He said to go with Neese Irrigation & Pump then.

Neese Irrigation & Pump Service were here to install the new irrigation pump near the clubhouse pool. Pressure is really good now. Will have O & A Landscaping do irrigation check on the system first week in April.

Bryan Plumbing was here re-piping the 600 bldg. and the drywallers followed behind them fixing the walls.

Prepared notices for 700 bldg. to start the re-pipe on Monday March 26th. Maintenance posted the notices. Letters to off-site homeowners were mailed.

Prepared notices for 900 bldg. to start the re-pipe on Wednesday April 3rd. Maintenance will post the notices this weekend. Letters to off-site homeowners were mailed

Prepared April's newsletter. Took it to Office Max for printing. Brought copies up to Sentry to mail to all non-resident owners.

City of Winter Park came back to re-cut out the asphalt they repaired at the St Andrews entrance and re-poured it. They did not tell me why they had to cut it back out.

Updated website to reflect the upcoming paving project.

Homeowner in 502 called water was leaking thru her a/c vent. Went over spoke to 504 above unit she had just taken a shower. They called plumber it was the shower pan leaking the plumber fixed it.

Met homeowner in 1206 who has floor to ceiling mirrors that they would be willing to donate to use in the exercise room. Will get with General Construction to remove them and bring them up to the clubhouse. There was no way to get them cut without taking them to a glass shop which was costly to have them picked up to take to a glass shop. They donated them somewhere else as they were starting the work in their house.

Smithson Electric were here to install new fan boxes in the 900-bldg. laundry. Called them for light out at 25500/2600 bldg.

Smithson Electric were here to repair pole light behind 2000 bldg. and to swap out the light that was too bright at the Balfour entrance sign they previously installed.

Bryan Plumbing was here re-piping the 700 bldg. and the drywallers followed behind them fixing the walls.

Called Spectrum to come out and bury new lines they installed between 3200/3000 bldgs. and alongside 2600 bldg. They came out on Thursday the 28th.

Nan from 1405 fell near the 2700 bldg. she went to Jill's unit to report it. Jill told her she would tell me but that she needed to talk to me about it also. Nan left a note in my mailbox that she fell. Tried calling her but no response yet. I had Jill send me an email telling me what was said between them.

Tenant's dog at 2302 bite the homeowner at 2303. I've asked for written statements from both of them. I've contacted the owner of 2302 to let him know. I've requested the vet form from 2302 she has not produced it yet.

Went to Home Depot for some supplies, laundry room clock and fans for the clubhouse.

Home Depot delivered new door for family pool pump house.

Started to put office back together in the new furniture.

Sunbrite Furniture came and picked up the pool furniture for refurbishment.

Maintenance worked on some irrigation.

Maintenance reset irrigation clocks for the time change.

Maintenance delivered April's Newsletter.

Maintenance removed one of the ceiling fans in the clubhouse and capped it off.

Maintenance cut up some furniture left at the 2700 bldg. dumpster.

Maintenance started pressure washing family pool deck.

Maintenance cleaned rear stairs at 400 & 500 bldg.

Maintenance did some golf cart maintenance.

Maintenance put together the new office furniture.

Maintenance washed some more of the pool furniture.

Maintenance applied ant killer to various areas.

Maintenance replace smoke detector at 504 that wasn't working.

Maintenance added new plate to pool hand rail at family pool.

John was on vacation Thursday the 7th and the following week returning the 17th.

Michael was on vacation Saturday the 16th and the following week returning the 20th.

Maintenance repaired clubhouse pump door.

Maintenance painted clubhouse pump door.

Maintenance primed and painted pump room door jam at tennis court pool.

Maintenance removed ceiling fans in 900 bldg. that were causing a humming notice in the unit above.

Maintenance cut up large wooden bed frame left at the 1200 bldg. dumpster.

Maintenance removed large bean bag chair left at the 2600 bldg. dumpster.

Maintenance removed and washed the clubhouse blinds and cleaned the windows.

Maintenance detailed the 900 and 3400 laundry rooms.

Maintenance replaced one golf cart tire.

Maintenance painted two step ups yellow at clubhouse laundry.

Maintenance installed trailer hitch on new golf cart.

Board info Updates:

Intent to Lease:

Debra Dunn #2702 – Approved

Latria Graham #2701 – Approved

Intent to Sell:

Karen Rudy #2107 - Approved

ARB:

Karen Rudy #2107 – Approved to replace electric panel, replace a/c, replace kitchen cabinets & counter tops, install new tile floor (with sound barrier), paint interior, redo master shower, install new bathroom vanities, remove popcorn and install knockdown ceiling and install new light & fans throughout.

Satish Dharwadkar #901 – Approved to replace all windows in the unit with double pane windows white frame.

Jill Duckworth & Terri Reasner #2301 – Approved to remove old built in vanity in hall bath & replace with new freestanding vanity, remove & replace floor, wall tile, remove old tub & replace a new tub and repaint.

Cindy Sherden #403 – Remove and replace bathtub & toilet.
