

# **FOUR SEASONS CONDOMINIUM ASSOCIATION OF WINTER PARK, INC.**

## **BOARD OF DIRECTORS MEETING**

### **MINUTES**

**May 11, 2020**

#### **CALL TO ORDER:**

The duly posted Board of Directors Meeting was called to order by Jill Duckworth at 4:00 p.m. on Wednesday May 11, 2020 at 200 St. Andrews Blvd., Winter Park, Florida 32792 at the on-site Clubhouse.

**THOSE PRESENT:** Jill Duckworth, President  
Peter Szedlacsek, Vice President  
Mark Summers, Treasurer Via Go to Meeting (To Be Appointed)  
Stephen Combs, Secretary  
Gregory Golden, Director  
Patricia Rowe, Sentry Management

#### **MINUTES:**

Stephen Combs motioned to approve the March 11, 2020 Board of Directors Meeting minutes with the corrections to the minutes third line apart to a part and under New Business last page second paragraph first line word her to hear. Peter Szedlacsek seconded. All in favor. Motion carried.

#### **TREASURES REPORT:**

The treasurer's report for April 2020 was read by Jill Duckworth.

#### **OPEN SESSION:**

Jill Duckworth informed the Board that Neal with Clayton and McCulloh and Brad Pomp President of Sentry Management hosted 2 webinars that she watched one discussing Covid-19 and the effects it has on the Association and community the other was called Hound Dog which discussed the difference between service and comfort dogs. Both these webinars can be found on Clayton and McCulloh's website. There is a second Covid-19 webinar scheduled on Tuesday May 12<sup>th</sup> at 6:10 p.m. Would recommend viewing the webinar they are very informative. At this time there is no known cases of Covid-19 in the Four Seasons.

Jill Duckworth informed the Board that there have been 3 falls this past month. All falls have to be submitted to the insurance company. After their investigation of the first fall at the 400 bldg. it was dismissed/closed by the insurance company as a no liability claim and homeowner was notified. Second fall near the handicap ramp installed near the 100/200 bldg. insurance company is in contact with the homeowner in the 200 bldg. Homeowner is seeking reimbursement for medical expenses. The third fall was at the rear of 900 bldg. this person is not a resident at the Four Seasons, there is no witness that seen the fall. Police were called out. We have no further information regarding this person.

Jill Duckworth informed Board the viburnum bushes at the tennis court pool are being treated by True Green for a fungus. O & A Landscape is watching to see if they will come back if not, they will replace them at no cost to the Association.

Jill Duckworth informed the Board the Property Manager and her had a phone conference with Neal McCulloh to discuss two items. One he recommends to not open any amenities at this time that they are seeing litigation coming down with regards to the Covid-19. And second what is the responsibility of the Board if they see what they believe to be suspicious and/or illegal activity. Neal stated there are two side one being in/on common areas and one inside a unit. In the units the Board has no responsibility as to what residents do inside their unit. In/on common areas if we did not witness activity ask the person reporting the activity to call the Police and are, they be willing to write up a statement and testify to it in court. Mark Summers disagreed with Neal stating that he felt if activity is reported we should report the activity to the Police on a case by case basis. Jill stated best case scenario is to have the resident that witnessed the activity report it so that it is not hear say. Mark will reach out to one of his students that works on Winter Park Police Department for their suggestion on how to handle.

Jill Duckworth informed the Board the re-roof of 2000 and 2200 buildings are complete.

Jill Duckworth informed the Board the pool furniture re-strapping is complete.

Jill Duckworth informed the Board the large Live Oak tree behind the 1200 bldg. cannot be removed per the City of Winter Park Arborist. He could not confirm that the suckling's intruding into the building were from the tree, the bushes or the acorns on the ground. Maintenance will put durock with sealer on it between the building and tree to act as a barrier.

Jill Duckworth stated to Peter Szedlacsek that has not forgotten about his request for landscaping at the family pool and would like to schedule a time to meet to discuss.

Jill Duckworth told the Board that in the near future we will have to address the pool tables and umbrellas for replacement.

Jill Duckworth stated that fleas will most likely be an issue this year with the lack of cold weather this past winter. Massey submitted an estimate for \$1500 to treat the property but there is no warranty. Last time we treated was in 2017.

Stephen Combs motioned to accept the estimate from Massey for \$1500 is needed. Peter Szedlacsek seconded. All in favor. Motion carried.

Jill Duckworth informed the Board she received two emails from resident regarding the use of the tennis court and that people were on the court for great length of time and would like rules in place to stop this. Jill stated Neal McCulloh stated not to make rules that we cannot enforce. Property Manager will put in newsletter for residents to respect each other's rights while using amenities.

### **OLD BUSINESS:**

No old business at this time.

### **NEW BUSINESS:**

Board Member Appointed:

Jill Duckworth motioned to appoint Mark Summers to the Board to fill the Treasurer position. Stephen Combs seconded. All in favor. Motion carried.

### Grant President Authority:

Jill Duckworth informed during the webinar with Neal and Brad they recommended granting permission to Board President to have the authority to make decisions that could not wait for a Board meeting. This will be a temporary authority with a limit of 30-60 days. Mark Summers suggested to schedule a go to meeting for decisions. Jill will email Board if she has to make a decision if any of the other Board members have an issue with it will schedule a go to meeting. Gregory Golden questioned is there a cost limit. Property Manager stated President can approve expenditures up to \$500 without Board approval and can approve emergency expenditures that gets ratified to next Board meeting.

Jill Duckworth motioned to grant her temporary authority to make decisions without Board meetings. Gregory Golden seconded. All in favor. Motion carried.

### Corina-19 Collection Policy:

Sentry Management has a payment plan letter to mail to homeowners who fall behind due to the virus. The six-month cost is \$50 that is charged to the homeowner for Sentry to monitor the payment plan. Jill Duckworth recommends a six-month payment plan. First letter to homeowner is the payment plan agreement. Final letter is a reminder that the payment plan is outstanding. Jill stressed that she was in favor of the first letter stating they can contact the Manager to be able to speak with a person they know.

Jill Duckworth motions to accept the Sentry Management payment plan and monitoring for six-months at \$50 cost to the homeowner. Mark Summers seconded. All in favor. Motion carried.

### Palm Tree Trimming:

O & A Landscaping's contract states they will trim the palm trees at \$25 per palm. There is a total of 107 palms for a total of \$2,675. Usually trim them in May/June before hurricane season starts.

Jill Duckworth motions to accept O & A Landscaping's contract stating they will trim the palm trees at \$25 per palm trimming all 107 palms for a total of \$2,675. Mark Summers seconded. All in favor. Motion carried.

### MANAGERS REPORT:

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

### ADJOURNMENT:

Jill Duckworth motioned to adjourn the Board of Directors meeting at 5:24 p.m.