

# NO MEETING NOTICE

Four Seasons Condominium of Winter Park

Association Name

Date of Scheduled Meeting: 2 13 19  
Month Day Year

There was no meeting held for the above referenced association on the above referenced date.

☒ Meeting Cancelled

☐ Lack of Quorum

☐ Other \_\_\_\_\_

Signed:

*Patricia Rowe*

Community Association Manager

**Instructions:** If an association does not have a scheduled meeting, due to lack of quorum or other reason, this notice should be completed for the Division Administrator to log in place of the minutes. These will be logged as 00 (no meeting held) and then filed in the Portal for historical reference.

*Four Seasons Condominiums of Winter Park, Inc.*  
**January 2019**

ASSETS		LIABILITIES	
Cash in Bank - Operating	578,372.29	Payables/Prepaid	156,433.87
Cash in Bank - Reserves	2,495,703.84	Reserves (net)	2,495,703.84
Maintenance Fees Receivable	29,669.38	Equity	520,029.42
Prepaid	68,421.62	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		
<b>TOTAL ASSETS</b>	<b>3,172,167.13</b>	<b>TOTAL LIABILITIES</b>	<b>3,172,167.13</b>

	Current Period Actual	YTD Actual	YTD Budget	VARIANCE (Over/Under)
<b>TOTAL INCOME</b>	<b>102,261.09</b>	<b>102,261.09</b>	<b>100,376.74</b>	<b>1,884.35</b>
<b>EXPENSES:</b>				
Building Expenses	19,163.01	19,163.01	25,085.16	(5,922.15)
Grounds	14,109.38	14,109.38	15,996.86	(1,887.48)
Pool/Club	3,140.02	3,140.02	2,554.25	585.77
Administration	25,472.75	25,472.75	25,967.01	(494.26)
Recreation Area	0.00	0.00	0.00	0.00
Reserves	30,773.46	30,773.46	30,773.46	0.00
<b>TOTAL EXPENSES</b>	<b>92,658.62</b>	<b>92,658.62</b>	<b>100,376.74</b>	<b>(7,718.12)</b>
<b>SURPLUS/(DEFICIT)</b>	<b>9,602.47</b>	<b>9,602.47</b>		<b>9,602.47</b>

**COMMENTS:**

## **MANAGERS REPORT**

**January 2019**

### **Landscaping**

O & A Landscaping was here for the weekly maintenance on Wednesday January 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, & 30<sup>th</sup>.

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

O & A Landscaping were here and trimmed the Crepe Myrtles.

### **Pools**

Seminole Pool Supply were here to clean the pool.

Seminole Pool Supply replaced two light casings one for the tennis court pool and one for the clubhouse pool.

Seminole Pool Supply installed a vac pump in tennis court pump house.

### **Massey**

Massey was here on Wednesday January 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> & 23<sup>rd</sup>. The 30<sup>th</sup> was the 5<sup>th</sup> Wednesday of the month and were not here.

Massey continues to inspect Mark's unit. They caught a baby one in the trap that they believe was already in the unit hiding. There were no signs of entry into the unit.

On Wednesday January 9<sup>th</sup> there were signs of some activity in the hot water heater closet. Massey came back on Friday January 11<sup>th</sup> to inspect the traps. They found a mouse under the stove but no rats. They put new traps out.

They will continue to check Mark's unit for a few weeks.

### **Exterior & Grounds**

---

Home Depot delivered the tile to the clubhouse. Called General Construction of Orlando to let him know it is here to schedule install.

Prepared January newsletter. Took to Office Depot for printing. Took copies to Sentry to be mailed to non-resident owners.

Mid Florida Golf came to work on the green golf cart.

Called Smithson Electric for light flickering at the 2800 bldg.

Smithson Electric were here for light flickering at the 2800, 2100 and 1400/2500 bldgs.

Bryan Plumbing were here to replace main water valve at 3412 and leak on hot water line going into 3207.



Called Bryan Plumbing to schedule startup of the re-pipe. Building 400 to be started February 4<sup>th</sup>.

Called Waste Pro for pickup of large tv at 100 bldg. dumpster that was in the clubhouse. Salvation Army wouldn't take it.

Met Jill at Big Lots to look at some furniture for the clubhouse. We picked out a sectional, two sets of a table with four chairs, a coffee table and end table set. Picked up check for the furniture at Big Lots but they would not accept the check because I'm not a signer on Four Seasons account. Working on purchasing it and getting a reimbursement. Purchased the furniture.

Met Jill at Home Depot for the clubhouse kitchen cabinets.

Went with Jill to Ikea to look at some cabinets for the clubhouse.

Purchased tv and tv wall mount that was on sale at Costco for the clubhouse.

Went to Home Depot to get the grout for the tile in the clubhouse.

General Construction of Orlando continue to work on the remodel in the clubhouse.

General Construction of Orlando were here finishing the tile floor and building the bar base.

Meet homeowner from 609 to discuss the re-pipe. He stated back when he first bought his unit, he remodeled at which time he filled out an arb application for it. In the application he stated he wanted to re-pipe his unit. It was denied. He went ahead and did it anyway he told me and that it is ok because City of Winter Park signed off on the permit and that he doesn't want the plumbers to have to come into his unit. I stated that he was not approved to do the re-pipe as the pipes are owned by the Association. I told him plumbers will need to go in his unit to tie in the lines to the upstairs unit. He also stated he never got a copy of the Association documents to read to know he wasn't allowed to re-pipe. I told him that was up to your realtor as closing to give him a copy and that the documents are on the website.

Prepared and delivered Board packets for meeting.

Tip Top Roofing were here to repair a leak above 1806.

Called Waste Pro again for pickup of large tv at 100 bldg. dumpster that was in the clubhouse and old copier from the office that no longer worked. I called Seminole Office who the copier was purchased from to see if they picked up old copiers. They said they would but it would cost \$125 for them to pick up and only thing they do with it is take it to the dump.

Called ADT to schedule tech service to move the alarm box and sensors in the office to work with new office. ADT came and moved the alarm box and sensors in the office to work with new office.

Sherry Branch did a deep clean on the guest suite.

Ordered the asbestos spray for the plumbers to start the repipe.

Spoke with Dick Joyce and Steve Young Drilling to get estimates for the well pump near the clubhouse pool.

Called Bryan Plumbing to schedule units 3606-3610 do not have individual shut off valves to their unit.

Notified building 400 of the startup of the repipe for February 4<sup>th</sup>.

Called Waste Pro again for pickup of large tv and old copier at 100 bldg. dumpster.

Spectrum come out to move phone, internet and cable for the clubhouse office change.

Fred contractor who did Mark's steps in his house came to take measurements to give a proposal to re-do clubhouse steps.

Dick Joyce Welling came out to look at the clubhouse irrigation pump. They stated might still be something with the irrigation lines. O & A landscaping came back out to do more investigating to find out it is definitely the pump going. Getting estimates.

City of Winter Park Fire Marshall come to do yearly inspection. Everything was good.

Maintenance installed smoke detector in unit 2011. Maintenance pressure washed front of sidewalks and steps at bldg. 2400.

Maintenance painted exterior mailbox at bldg. 2400.

Maintenance installed and sealed rear steps at 1905/1908 and precut steps for 1907/1908.

Maintenance installed steps 1405/1406 and sealed them. Also sealed steps at 2501/2504.

Maintenance cleaned up shops at 900 and 3400 bldg.

Maintenance painted yellow curb at 1900 bldg., the curb at the 3200 bldg. and ramp near 2900 bldg.

Maintenance painted the curb at the Balfour entrance sign, curbs at 3700 and by 3400 shop ramp.

Maintenance secured pole dome light near 1900 bldg.

Maintenance cleaned out and reconnected 800 bldg. rear downspout.

Maintenance replaced gfi outlet at tennis court pool that went bad and controlled one of the pool lights.

Maintenance worked on pressure washer installing new tips.

Maintenance fixed clubhouse outdoor bathroom toilet that was running.

Maintenance kiltz the closet area of 1806 that was stained from the roof leak.

Maintenance checked gutter that homeowner at 1702 thinks might be clogged. Water flowed thru it. They tightened some loose screws on it.

Maintenance cut up mattress and box spring left at dumpster.

Maintenance pressure washed rear of 3400 bldg. including the steps, side of 100 bldg. and front of 200 bldg.

Maintenance pressure washed sidewalk at 3200 bldg. and side of 300 bldg.

Maintenance did water check at 909, 2702 and 3702.

Maintenance repaired sheet rock in clubhouse upstairs room.

Maintenance worked on irrigation repair at 3200 bldg.

## **Board info Updates:**

### **Intent to Lease:**

Joshua Cano & Kiara Herron #306 - Approved

Denise Shields & Thomas Kvasnicka #612 – Approved

Ralph Brangs & Lilliam Chappi-Brangs #2804 - Approved

### **Intent to Sell:**

Tania Daniel #1607 – Approved

Susan McDonough #1606 - Approved

### **ARB:**

Tania Daniel #1607 – ARB approval to paint, install new kitchen cabinets, replace hot water heater, install vinyl flooring and install ventless washer/dryer.

Jill Duckworth & Terry Reasner #2301 – Approved to remove kitchen cabinets, remove wallpaper, paint kitchen and replace appliances.

Kara Farr #3004 – Approved to remove damaged fence and replace with same kind of fence.

Daniel King #2011 – Approved to replace front and back windows.

---