

NO MEETING NOTICE

Four Seasons Condominium of Winter Park

Association Name

Date of Scheduled Meeting: 7 10 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 These will be logged as 00 (no meeting held) and then filed in the Portal for historical reference.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.
June 2019

ASSETS		LIABILITIES	
Cash in Bank - Operating	603,201.90	Payables/Prepaid	107,773.75
Cash in Bank - Reserves	2,433,119.24	Reserves (net)	2,197,931.67
Maintenance Fees Receivable	31,273.95	Equity	545,846.80
Prepaid	19,184.70	Insurance proceeds	0.00
Property and Equipment	0.00	payable to reserves	235,227.57
escrow / reserves	0.00	Escrow	0.00
Insurance proceeds	0.00		
TOTAL ASSETS	3,086,779.79	TOTAL LIABILITIES	3,086,779.79

	Current Period Actual	YTD Actual	YTD Budget	VARIANCE (Over/Under)
TOTAL INCOME	106,634.36	626,989.81	602,260.04	24,729.77
EXPENSES:				
Building Expenses	20,989.08	124,076.64	150,512.36	(26,435.72)
Grounds	10444.69	90,505.80	95,980.56	(5,474.76)
Pool/Club	2,769.62	14,385.65	15,325.50	(939.85)
Administration	22,355.45	146,019.72	155,802.46	(9,782.74)
Recreation Area	0.00	0.00	0.00	0.00
Reserves	30,773.14	184,639.16	184,639.16	0.00
TOTAL EXPENSES	87,331.98	559,626.97	602,260.04	(42,633.07)
SURPLUS/(DEFICIT)	19,302.38	67,362.84		67,362.84

COMMENTS:

Spent from the road reserve is \$235,227.57 for paving.

Landscaping

O & A Landscaping was here for the weekly maintenance on Wednesday June 5th, 12th, 19th & 26th.

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

O & A Landscaping repaired some of the irrigation repairs that would be too difficult for maintenance.

Pools

Seminole Pool Supply were here to clean the pools.

Massey

Massey was here on Wednesday June 5th, 12th, 19th & 26th.

Exterior & Ground

Tip Top Roofing were here to repair a leak above 3608. There are have been several leaks on this building I've asked them for a proposal to replace.

General Construction were here to repair the damaged ceiling inside 2611 from a roof leak.

City of Winter Park signed off on the final inspection on the clubhouse.

City of Winter Park Police came to office to ask me to go over with them for wellness check on 903. She called the City for no power turns out she forgot to pay her bill. With the heat they just wanted to make sure she was ok.

Contacted fitness equipment companies for proposals.

Contacted agent at Brown & Brown Insurance to make sure they send the insurance renewal for next week's Board meeting.

Prepared June's Newsletter.

Sunbrite Furniture delivered the pool furniture.

Received call from unit 3405 that the upstairs unit was leaking into theirs. Contacted 3407 it was their a/c dripping they have called an a/c company to come and repair.

General Construction came out to look at the ceiling of 3608 (Strah's unit) for the repair from the roof leak. The owner is on vacation and will be back on Monday I will speak with him then for the scheduling.

Called Tip Top Roofing for a leak above 3503 and 1004. Tip Top Roofing came out to look at building 3600 to give a proposal for replacement.

Sent Airport Towing signed agreement for them to be on site for the paving.

State inspector from Division of Hotel & Restaurants came to inspect the guest unit.

Sent Brown & Brown Insurance the signed papers to bind the policy.

Went to church next to us on St Andrews Blvd to ask if we could use their parking lot during the paving they said yes.

Prepared Board Packets for meeting.

Received 2018-year end financial and taxes from Arrington & Mapili, LLC.

Emailed Attorney that is representing Four Seasons and Sentry Management regarding the Barbara Pentecost case for any updates.

Went to Home Depot for some maintenance supplies.

Spoke with General Manager of the Winter Park Village Apartments they are going to pay to seal the road in front of the 300 & 2000 bldgs. that way all the roads will look finished when complete.
O & A Landscaping and Hall Company were here to dig out 5 areas of road where the irrigation wires run thru. The cut the asphalt dug down approximately a foot, replaced old wiring and buried them. Hall Company come behind them with the fill and packed it in.

Hall Company were here Wednesday the 19th thru Friday the 21st and completed the milling on the property. Maintenance and myself were here at 6:45 a.m. knocking on doors for cars that were not removed. Airport towing was on site for towing. I had to tow two vehicles to different areas on the property and one that started the tow and resident came out after we knocked for 5 minutes this counts as a tow and will be charged. One of the residents who was towed stated she will not pay the fee. I told her it was clearly marked on the notice's cars needed to be removed or towed at owner's expense. She stated she did see that but then later stated she talked to maintenance the week prior regarding moving the cars and her roommate came in to ask where it was towed to and stated she forgot to move the car.

Hall Company were here Monday the 24th thru Friday the 28th paving the property. Weather has been in our favor and we are on schedule. Maintenance and myself were here at 6:45 a.m. knocking on doors for cars that were not removed. Airport towing was on site for towing. I had to tow two vehicles off the property this week that had no parking decals.

Spoke with Attorney regarding payment plan for the resident who made the large payment. He stated that part of the settlement letter for \$500 which is already charged to her account includes them monitoring the account for one year at no additional cost. He recommended waiving the interest instead but if the homeowner misses one payment on the plan the all the interest is then reinstated. Mark agreed. Attorney will send out the payment plan letter.

Waste Pro come out to move the dumpsters on the asphalt to grass areas for the paving at buildings 100, 1300, 3400 & 3700.

General Construction of Orlando came out to replace the ceiling drywall from the roof leak at 3608 (Strah's unit).

General Construction of Orlando dropped off permit papers to fill out to apply for the permits for the mansard repairs at 2100 & 2200 bldgs.

Tip Top Roofing were here leak above 3503 and 1004. The one above the 1004 wasn't actually a roof leak but a gutter issue. Called them out for a leak above 703.

Spoke with Attorney that is representing Four Seasons and Sentry Management regarding the Barbara Pentecost to discuss some documentation that he needed me to fill out. At this time has no updates to give.

Spoke with Winter Park Village Apartments to let them know we are on schedule with the paving. We are paving the shared road on Monday that goes to Balfour. They have notified their residents if they have not moved, they will be towed.

Sent out email blast to let residents know paving is still on schedule.

General Construction of Orlando came out to look at ceiling entry way at 701/703 that was stained from roof leak.

General Construction of Orlando picked up permit papers for the permits for the mansard repairs at 2100 & 2200 bldgs.

Tip Top Roofing were here for roof leak above 3003 and 700 building.

Smithson Electric were here to replace light sensor for whole section of lights and to replace main breaker that went bad at 2602.

Bryan Plumbing were here to replace main shut off valves at 2805/2807 that were rusted and could would not turn.

Maintenance posted reminders on cars for the next day paving areas.

Maintenance repaired doggie station basket that was damaged.

Maintenance removed loose black top from sidewalk areas.

Maintenance moved handicap signs at the 100 bldg. to align with new painted spaces.

Maintenance painted rear porch step area by rear of 102/104.

Maintenance painted top front step at 1307/1308 that had some graffiti on it.

Maintenance removed bike racks and bikes for the paving. The paving notice told residents to remove bikes or they would be placed in the trash.

Maintenance broke down furniture left at the 1200 bldg. dumpster.

Maintenance replaced broken downspout at the rear of the 500 bldg.

Maintenance reattached tennis court screens that came off bottom section from wind during the storm.

Maintenance secured loose shingles over gutter at 2601 and rear of 2605.

Maintenance worked on some irrigation repair.

Maintenance set up clubhouse for Board meeting.

Maintenance secured pole light at rear of 2600 bldg.

Maintenance removed wasps' nests at 801/804.

Maintenance did monthly smoke detector test in the common areas.

Maintenance delivered to every door a copy of the paving schedule and hung a copy in every laundry room.

Maintenance worked on some irrigation repair.

Maintenance pressure washed sidewalk and stairs behind the 100 bldg., rear sidewalk, 3 staircases and 7 columns at 3000 bldg.

Maintenance repaired a small hole in sheet rock in 911.

Maintenance did a light pole check on bldgs. 100-600.

Maintenance worked on some golf cart maintenance.

Maintenance broke down some furniture left at the 3700 bldg. dumpster.

Maintenance removed old bicycles left at the side of 1300 bldg.

Maintenance continue to notice cars that did not have parking decals. I'm trying to make sure all vehicles have parking decals before the paving project starts up

Board info Updates:

Intent to Lease:

Alexia Pushman #1903 – Approved

Elijah Israel #3003 – Approved

Brett & Kristina Morris #2611- Approved

Mimoza Novaj #2204 – Approved (Lease Renewal)

Lauren Jones #2403 - Approved (Lease Renewal)

Intent to Sell:

Kevin Wilches & Gianella Moya #2307 – Approved

Steven Fieldman (USA-PRC Investments, LLC) #2007 - Approved

ARB:

Joseph Fischer #3002 – Approved to replace Federal Pacific electric panel.

John Moore #2611 – Approved to replace a/c unit.

John & Carol Doctor #2004 – Approved to replace carpet and pad in areas that are already carpeted.

Katherine Grimm #2806 – Approved to replace side of patio fence and gate.
