

FOUR SEASONS CONDOMINIUM ASSOCIATION OF WINTER PARK, INC.

BOARD OF DIRECTORS MEETING

MINUTES

November 11, 2020

CALL TO ORDER:

The duly posted Board of Directors Meeting was called to order by Jill Duckworth at 6:06 p.m. on Wednesday November 11, 2020 at 200 St. Andrews Blvd., Winter Park, Florida 32792 at the clubhouse.

THOSE PRESENT: Jill Duckworth, President
Stephen Combs, Treasurer
Gregory Golden, Secretary via Go to Meeting
Joanna Hart, Sentry Management
Patricia Rowe, Sentry Management

MINUTES:

Jill Duckworth motioned to approve September 9, 2020 with the following corrections; Open Sessions second line "ballads to ballots", New Business exterior mansard repair 2104 first paragraph second line "were to was" and second paragraph second line add to Hartman Construction they "did some mansard repairs" and they did not use the correct flashing around the windows. Gregory Golden seconded. All in favor. Motion carried.

TREASURES REPORT:

The treasurer's report for October 2020 was read by Stephen Combs.

OPEN SESSION:

Jill Duckworth stated the re-pipe project start up with the 3 bedroom 2 bath units which the permits are pulled for will start up after the 1st of the new year. Units agreeing to have the unit re-piped at that time will be on a voluntary basis. During the Covid-19 pandemic the Board feels that they are not in a position to force homeowners to start the project in their unit. Homeowner asked if downstairs unit can be re-piped after an upstairs unit. Property Manager said no downstairs has to be done first to get the pipes to the upstairs unit.

Jill Duckworth motioned to start the re-pipe project with the 3 bedroom 2 bath units which the permits are pulled for after the 1st of the new year. Stephen Combs seconded it. All in favor. Motion carried.

Neighborhood Watch volunteer Bobbie Clark stated the City has been working in the park covering up the ditch on the other side of the rear wall, trimming trees and installing/connecting pole lights. Bobbie stated she

stopped to talk to Police Officers along St Andrews Blvd where they had cautioned off an area near the ditch, they told her there is a hornet nest there and not sure what type of hornet they are.

Homeowner questioned Board about a letter he received from Neal McCulloh in response to him questioning the closing of the amenities during Covid-19. Jill Duckworth told him that at the time the Board did not have all the answers and sought the advice of the Attorney and our Insurance Company. Homeowner stated if the Board closed all the amenities other than the laundry rooms why have they not had residents sign a waiver to use the laundry rooms and the locks rekeyed as this decision left the Association up for a potential lawsuit. Jill Duckworth stated that the Board felt the laundry rooms were essential for the residents and not a luxury. Jill Duckworth stated at the advice of the Attorney and Insurance Company the Board made the best decision they could under the circumstances.

Jill Duckworth informed the Board maintenance will monthly do vehicle decal and expired tag checks in their areas, Property Manager to track lease renewals and that if residents want Massey to enter their unit with a key from the office, they must put it in writing.

OLD BUSINESS:

N/A

NEW BUSINESS:

Roof Repair Above 2104:

Tip Top Roofing came out to repair roof above 3505 that was leaking. Jill Duckworth approved the emergency proposal for \$1,165.00 to complete the repair.

Jill Duckworth motioned to ratify the approval from Tip Top Roofing for \$1,165.00 for the repair above unit 3505. Gregory Golden seconded. All in favor. Motion carried.

Exterior Mansard Repair 3505:

Jill Duckworth approved emergency estimate from General Construction of Orlando, Inc. for unit 3505 for \$4,900.00 to repair the exterior mansard that was leaking into the unit and repair the inside damage from the leak.

Jill Duckworth motioned to ratify the approval from General Construction of Orlando, Inc. for unit 3505 for \$4,900.00 to repair the exterior mansard that was leaking into the unit and repair the inside damage from the leak. Stephen Combs seconded. All in favor. Motion carried.

Exterior Mansard Repair 708:

Jill Duckworth approved emergency estimate from General Construction of Orlando, Inc. for unit 708 for \$3,900.00 to repair the exterior mansard that was leaking into the unit and repair the inside damage from the leak.

Jill Duckworth motioned to ratify the approval from General Construction of Orlando, Inc. for unit 708 for \$4,900.00 to repair the exterior mansard that was leaking into the unit and repair the inside damage from the leak. Gregory Golden seconded. All in favor. Motion carried.

Exterior Mansard Repair 500:

Jill Duckworth approved emergency estimate from General Construction of Orlando, Inc. for side of 500 bldg. for \$4,900.00 to repair the exterior mansard that was leaking into the unit.

Jill Duckworth motioned to ratify the approval from General Construction of Orlando, Inc. for side of 500 bldg. for \$4,900.00 to repair the exterior mansard that was leaking into the unit and repair the inside damage from the leak. Gregory Golden seconded. All in favor. Motion carried.

Interior Mansard Repair 503:

Jill Duckworth approved emergency estimate from General Construction of Orlando, Inc. for interior repairs in 503 caused by the roof leak and mansard repair for \$2,500.00.

Jill Duckworth motioned to ratify the approval from General Construction of Orlando, Inc. for interior repairs in 503 caused by the roof leak and mansard repair for \$2,500.00. Stephen Combs seconded. All in favor. Motion carried.

Carpet Cleaning:

Carpet Valle submitted a proposal to clean 32 interior hallways and stairs for \$1,440.00. Property Manager stated we do this every year usually before the holidays.

Jill Duckworth motioned to accept the proposal from Carpet Valle to clean the 32 interior hallways and stairs for \$1,440.00. Gregory Golden seconded. All in favor. Motion carried.

CPA Engagement Letter:

Arrington & Mapili, LLC submitted their engagement letter for 2020 audit for \$5,000.00. Property Manager stated there is no price increase. Stephen Combs asked has there every been contingent fees? Property Manager said no.

Jill Duckworth motioned to accept Arrington & Mapilli, LLC engagement letter for 2020 audit for \$5,000.00. Stephen Combs seconded. All in favor. Motion carried.

Homeowner Reimbursement:

Homeowner requested a plumbing reimbursement for \$79 that claims is from the re-pipe. Homeowner stated that Bryan Plumbing did not hook her dishwasher back up after the re-pipe of the unit. Jill Duckworth told the Board that Property Manager called Bryan Plumbing and they stated they did not take her dishwasher out. Jill also stated that the homeowner's unit was re-piped over a year ago. Stephen Combs stated why doesn't she ask Bryan Plumbing to reimburse her if she feels it was their fault. Gregory Golden asked if she called the office to try and correct the issue before calling a plumber. Property Manager said no.

Jill Duckworth motioned to deny the homeowners reimbursement request for \$79. Gregory Golden seconded. All in favor. Motion carried.

Outdoor Microphone:

Gregory Golden researched outdoor microphone to use if having outdoor meetings. On Amazon he found an indoor/outdoor portable Bluetooth sound system with wireless microphone for \$76.83. Board discussed do we need to make this expenditure when only 2 homeowners out of 316 complained. Stephen Combs stated he has a microphone system and offered to bring to the next outside meeting to try it out. Jill Duckworth tabled this matter till after we have an outside meeting and we try Stephen Combs microphone system.

Family Pool Irrigation Pump:

Neese Irrigation & Pump Service submitted a proposal to install a new 7 ½ HP Submersible Liquid End Irrigation Pump at the family pool for \$9,800.00.

Jill Duckworth stated we only had the one bid because Property Manager called other companies one couldn't get out to the property for couple of weeks and the other said would have to charge a service fee just to come out and look at it. Jill reminded Peter Szedlacsek this was the same company we used two years ago when the irrigation pump went out at the clubhouse pool which we had three bids for and Peter did some research on the different pumps and recommended the same pump. Stephen Combs asked where the funds would come from to pay for the pump. Property Manager stated from irrigation reserves.

Jill Duckworth motioned to accept the proposal to install a new 7 ½ HP Submersible Liquid End Irrigation Pump at the family pool for \$9,800.00. Stephen Combs 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 7:18 p.m.