

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

**BOARD OF DIRECTORS MEETING**

**MINUTES**

**December 21, 2020**

**CALL TO ORDER:**

The duly posted Board of Directors Meeting was called to order by Jill Duckworth at 6:10 p.m. on Wednesday December 21, 2020 at 200 St. Andrews Blvd., Winter Park, Florida 32792 at the clubhouse.

**THOSE PRESENT:** Jill Duckworth, President  
Stephen Combs, Treasurer via Go to Meeting  
Sara Miles-English, Director  
Joanna Hart, Sentry Management  
Patricia Rowe, Sentry Management

**MINUTES:**

Jill Duckworth motioned to approve November 11, 2020 Board of Directors Meeting and October 19, 2020 Board of Directors Organizational Meeting minutes with the following corrections to the October 19, 2020 Organizational Meeting minutes; fifth paragraph third line add word "is" after Jill. Sara Miles-English seconded. All in favor. Motion carried.

**TREASURES REPORT:**

The treasurer's report for November 2020 was read by Joanna Hart.

**OPEN SESSION:**

Homeowner spoke to the Board stating the incoming Board should have a positive attitude at keeping the Board with 5 members. Property Manager stated there is a Board of 5. Homeowner again stated if in the future there is a vacant spot it should be filled and it should be available to all the homeowners. Jill Duckworth stated in the past the Board has replaced Board members when Strah Antoljak resigned after selling his unit. The position was replaced with previous Board member Mark Summers. Jill stated it is not put out to all homeowners as it is not an election replacing a Board member but that it is an appointment after Board selects a homeowner who has been attending meetings and has knowledge of what has been going on in the community and would be a Board member that would be able to make knowledgeable decisions for the community. Homeowner stated the Board should have transparency and that there are no committees which means the Board doesn't care about what the homeowner's/residents think. Jill stated the Board is

transparent she tells homeowner's/residents to come to meetings to see what is going on. Jill asked homeowner to submit in writing to the Board how committees could help the community. Jill stated she welcomes committees to help the Board be able to make changes to enhance the Four Seasons. Stephen Combs stated that a homeowner who is a general contractor offered to volunteer to be on a committee for roofing.

Neighborhood Watch volunteer Bobbie Clark stated the City continues to work in the park covering up the ditch on the other side of the rear wall, trimming trees and installing/connecting pole lights. Jill Duckworth stated the expansion of the Cady Way trail on St Andrews Blvd is part of a drainage grant the City has been given. The City and Four Seasons have worked together in the past on an agreement how this will affect the Four Seasons entrance, fencing, landscaping etc. The ditch that runs along St Andrews Blvd is the City's responsibility to maintain per an easement agreement.

Another homeowner agrees with previous homeowner Board is not transparent. Stating she is here at the meeting on time and had to wait to start the meeting because not all Board members are present to start the meeting with quorum, why the Board is having a meeting the week of Christmas, non-inviting for homeowners/residents to come to meetings to be heard and regarding the budget when has there been an audit done for the Association. Property Manager stated there is an audit every year.

Same homeowner discussed landscaping and the inconsistency of maintenance of the landscaping. She stated that her mother requested some pruning behind her unit and that the landscaping was not pruned properly. She asked why doesn't the Association have a list of approved plants homeowners/residents can install. Also, that homeowners should have the right to install plants and maintain them. Jill Duckworth stated that homeowner's mother requested some pavers be removed behind her building and some pruning be done. Pavers were removed immediately and yes agreed some of the pruning was not done properly. Jill stated there is no list of approved plants for homeowners/residents to plant that when a building is being revamped, they are to be uniform with other buildings. Once homeowners/residents plant landscaping it becomes property of the Four Seasons. Jill stated there has been times homeowners/residents have planted landscaping and then falls on the Four Seasons to maintain. Jill stated to save on cost when revamping landscaping her and Property Manager walk to buildings to see what plants we can save instead of ripping all of the plants out. Jill also stated that this year with Covid-19 at the advice of our Attorney we didn't do any unnecessary projects including landscaping.

Same homeowner stated that homeowners/residents should not have to send information regarding committees to the Board that's the Board's job and Board should be to bringing information to them. Jill Duckworth stated she asked previous homeowner who is a previous Board Member to send information to current Board because she has been part of committees in the past and understands how committees work and that the current Board Members have not.

Pole Lights: Homeowner suggested that we have numbers on the pole lights that it would be beneficial in reporting when a light is out. Jill Duckworth stated that now when office is notified of a light out (resident calls states light out by my building) Property Manager then has maintenance do a pole light check and then flag the light. At that time Property Manager calls Smithson Electric out tells them the building number and light is flagged making it easy for them to locate. Homeowner stated it looks unsightly for light to be flagged. Jill Duckworth stated with the community being 15 acres would be hard for Smithson Electric to locate light poles by number and hard for residents to see numbers in the dark when they would notice light is out.

Sara Miles-English motioned to leave procedure in place on how pole lights out are reported and flagged. Jill Duckworth seconded. Stephen Combs in favor for now. Motion carried.

## **OLD BUSINESS:**

2021 Budget: Joanna Hart asked if ok that she would go over the budget by each category giving homeowners/residents a chance to ask questions. Under category 5000 question why water/sewer COA 5260 has gone up. Property Manager stated City has increased the cost of water/sewer. Homeowner asked about COA 5280 trash removal do we pay if they miss a pick up. Property Manager stated if pick up is missed she reschedules with the supervisor and if they do not pick up on the reschedule, she gets a credit thru the City. Homeowner requests new dumpster by the 1200 building because steel side doors hard to open. Jill Duckworth stated we have on numerous occasions asked for different dumpsters to be told this is all they have at this time. Question regarding COA 6240 tree removal for \$7,000 do we use this. Jill Duckworth stated yes, we do this includes yearly trimming of the palms plus removing limbs off buildings and any other safety trimming needed on trees. Question regarding COA 6400 sidewalk maintenance was \$10,000 and now this year is \$0. Jill Duckworth explained we did sidewalk repairs this December and if needed next year we would use surplus we have from this year to save money. Homeowner stated she would like cracks in concrete near her unit to be fixed. Jill Duckworth stated the Board understands homeowners' feelings but only have so much money and have to focus on trip hazards rather than cosmetic repairs. Homeowner asked about 6020 on-site labor. This is maintenance salaries. Homeowner asks what each maintenance person is making. Jill Duckworth and Joanna Hart stated will not say what each person but that it is comparable and fair. Homeowner stated there is no guidelines for maintenance. Jill Duckworth and Joanna Hart stated there are. Jill also stated that her and the Property Manager are working with maintenance to streamline their days to get more work completed so that we don't have to contract out all of our projects. We will be requiring them to provide detailed records of what work they are doing each day. Example we saved \$40,000 by having maintenance pressure wash the property compared to contracting the project out. In category 7000 why COA 7321 guest unit replacement went from \$2,000 to \$0. Jill Duckworth stated that in 2019 the guest unit was completely remodeled. The Board also voted to increase the rental cost by \$5 making it \$56.25 per night including hotel and sales tax. Jill Duckworth also stated while renovating the clubhouse there was a homeowner that volunteered to help with the renovations but never followed thru. In category 8000 asked why Property Manager gets a 3% cost of living increase. Joanna Hart stated that in the industry this is standard for an on-site manager. Jill Duckworth stated the Property Manager is on call 24/7 365 days a year and she even takes call when on vacation. Asked why insurance costs COA 8120 have increased Joanna Hart stated cost have gone up to approximately 25% based on all world events. Homeowner asked why didn't we bid it out. Joanna Hart stated we have an agent that bids out the insurance. Jill Duckworth stated we also had three injury claims this year which also effects our insurance cost. In the 9000 category Joanna Hart stated the cost of roof replacement reserves have gone up due to material cost increases. Asked why there is a tennis court reserve. Have to money in the reserve when there is work needed to be done to the tennis court like decking, fencing, nets, awnings etc.

Homeowners suggested changes to website to be able to book guest suite on website. Jill Duckworth suggested that would be a great way a website committee could help the Board in doing that.

Jill Duckworth motioned to accept the budget for 2021. Stephen Combs seconded. All in favor. Motion carried.

## **NEW BUSINESS:**

Mansard Repair at 3704 and 3705:

Jill Duckworth approved an emergency estimate from General Construction of Orlando, Inc. for units 3704 and 3705 for \$24,900.00 to repair the exterior mansards that was leaking into the units, re-build the exterior door balcony at 3705 and repair the inside damage from the leak.

Sara Miles-English motioned to ratify the approval from General Construction of Orlando, Inc. for units 3704 and 3705 for \$24,900.00 to repair the exterior mansards that was leaking into the units, re-build the exterior door balcony at 3705 and repair the inside damage from the leak. Stephen Combs seconded. All in favor. Motion carried.

## **Re-Roof Building 800:**

Tip Top Roofing submitted a proposal to re-roof building 800 for \$39,510.00.

Property Manager stated there have been multiple leaks and that it is one of the older roofs installed in 2001. Jill Duckworth stated roof not bid out because previous estimates no other company who still does tar and gravel roofs could match Tip Top Roofing prices and we are a priority customer to them that when the Property Manager calls, they come out right away.

Jill Duckworth motions to accepts Tip Top Roofing proposal to re-roof build 800 for \$39,510.00. Sara Miles-English 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 8:09 p.m.