

FOUR SEASONS CONDOMINIUM ASSOCIATION OF WINTER PARK, INC.

BOARD OF DIRECTORS MEETING

MINUTES

July 14, 2021

CALL TO ORDER:

The duly posted Board of Directors Meeting was called to order by Jill Duckworth at 6:02 p.m. on Wednesday July 14, 2021 at 200 St. Andrews Blvd., Winter Park, Florida 32792 at the clubhouse.

THOSE PRESENT: Jill Duckworth, President
Gregory Golden, Secretary
Sara Miles-English, Director
Joanna Hart, Sentry Management
Patricia Rowe, Sentry Management

MINUTES:

Jill Duckworth motioned to approve June 10, 2021 Board of Directors Meeting minutes with corrections under Treasurer's Report; first line change "is to if", second paragraph, fifth line correct "is to are", eighth line change "time to term" and ninth line change "was to were". Under Open Session; second paragraph, third line change "inconvenience to inconvenient", third paragraph first line change "has to have" and fourth paragraph change "up till to until". Old Business; Unauthorized Landscape Changes, fifth paragraph change "till to until". Under New Business; Insurance Renewal, third line change "years to year". Gregory Golden seconded. All in favor. Motion carried.

TREASURES REPORT:

The treasurer's report for June 2021 was read by Gregory Golden.

OPEN SESSION:

Jill Duckworth informed residents that the re-pipe project has started up and that the Property Manager is hoping to get 20 units completed this month. She stated that a test pilot of the 2/2 units will be done to see where the plumbers will have to cut open walls in order to inform residents what to expect when their unit is done. As in the past, a Board members unit has been the test pilot and that her unit will be the one for the 2/2.

Jill Duckworth stated that as discussed previously the Association does not have fining in place but that there are ways to try and enforce Rules & Regulations. She stated most violations are from units with tenants in them and the Association can send a letter to the homeowner stating the Association may deny the lease renewal based on the homeowner's tenant continuously violating our Rules & Regulations. Resident asked Jill to give an example of these violations. Jill stated: dog in the pool, dog not on a leash, commercial vehicle not covered etc.

Resident from the 200 building asked is there any way to put up a sign/map at the front entrance indicating building locations as they get a lot of deliveries coming to their building based on the 200 St Andrews address. Jill Duckworth stated she does refer drivers to the current map located at the clubhouse but that it would be difficult to put something at the entrance as the buildings are not in order. Another resident stated most delivery drivers are busy looking at their GPS and would not pay attention to a sign. Gregory Golden stated that on Google and Apple Maps when you put a Four Seasons address in their search engine it takes you to the 200 building. Greg stated he would look into this some more.

OLD BUSINESS:

Unauthorized Landscape Changes:

Jill Duckworth stated that at last month's meeting the Board discussed issues with residents planting plants in common areas without getting approval. Gregory Golden and Property Manager worked on "Plant Guidelines" to give to residents along with an ARB application. Jill read the guidelines, she recommended number 4 the word "no" be in all caps. She asked if there were any questions. There were none. Jill reiterated that if a resident plants without ARB approval the Association will remove the plants.

Jill Duckworth motioned to accept that residents who want to install plants must fill out an ARB Application with the new Plant Guidelines and submit to the Board for Approval. All plants not approved will be removed by the Association. Sara Miles-English seconded. All in favor. Motion carried.

Clubhouse Renovation:

General Construction of Orlando, Inc. submitted an estimate to demo and remodel the upstairs clubhouse for \$49,900.00.

Jill Duckworth explained that there is not enough money in the budget right now to do all of this but is asking the Board to approve an up to amount to get started as there is mold upstairs that must be remediated. Jill stated, as previously discussed by the Board, the different means of entry into the clubhouse and the cost of that should be put on hold until we have the renovation completed. Jill asked the Board to approve \$21,000.00 which General Construction of Orlando, Inc. to demo, remediate the mold and install new flooring. If there was still money left, we would continue with more of the remodel. Homeowner questioned why put new flooring in with old windows upstairs and felt flooring should not be installed until windows are replaced and painting of the walls is complete. Jill and Property Manager stated that is the way the contractor installs flooring "first". Property Manager reminded them that if the contractor was to damage the flooring in any way, he would be responsible to repair and/or replace at his expense. Another resident stated that if "mold" is an issue need to take care of this as immediately as it is a health hazard. Jill stated that if we have the contractor just come and remediate the mold and not start the demo the cost would be more to do separately then having him do it together. Homeowner asked if the Board could get a price on replacing the windows.

Property Manager stated “yes” and that the window replacement is a different budget line item then the clubhouse renovation. Joanna Hart confirmed “yes” it is; the cost for windows would could come out of the building exterior reserves.

Jill motioned to spend up to \$21,000.00 to start the upstairs clubhouse demo and mold remediation with General Construction of Orlando, Inc. Gregory Golden seconded. All in favor. Motion carried.

Update on 800 Building:

Jill Duckworth gave an update on the repairs to the 800 building from the leak and re-roof back in April. The insurance carrier denied the claim due to the age of the roof. After the leak the Property Manager called Kustom US, who we have used before, to come out immediately after the leak was reported. The cost of the remediation in the units affected was \$9,271.81 and the cost of the repair required by the Association per Florida Statutes was \$6,180.65. The Property Manager submitted all the information to the insurance carrier; that at the time of this leak the roof had been approved to be replaced at the December 2020 Board meeting but due to Covid the roofers were behind schedule and couldn't get to us until May-June of 2021. Our Brown & Brown agent is still working/fighting with the carrier to get some or all of the cost paid for. In the meantime, we did not want our residents to have to wait any longer. The Association's responsibility is the insulation, drywall, tape & mud the drywall seams.

Jill Duckworth motioned to ratify the emergency remediation and repairs from Kustom US for a total of \$15,452.46. Gregory Golden seconded. All in favor. Motion carried.

NEW BUSINESS:

Rules & Regulations:

Jill Duckworth stated that recently the Associations Attorney Neal McCulloh looked at our Rules & Regulations and stated they should be updated. Neal stated that there are new Florida Statutes that went into effect July 2021 in which the Rules & Regulations no longer need to be recorded. Jill proposes to the Board that she and the Property Manager look over the current Rules & Regulations for a starting point on items that should be updated then submit to Neal to review. Property Manager informed the Board the changes would need to be approved with a 14 day noticed meeting. Gregory Golden stated he would help look over the Rules & Regulations also.

Jill Duckworth motioned to have herself, Gregory Golden and the Property Manger look over the Rules & Regulations to submit to our Attorney Neal McCulloh for updating. Sara Miles-English seconded. All in favor. Motion carried.

Sidewalk Repair 800 Bldg.:

General Construction of Orlando, Inc. submitted an estimate to repair the sidewalk at the front of the 800 bldg. for \$1,490.00.

Jill Duckworth stated that in front of the 800 bldg. there was a crack in the sidewalk that at the time was not a safety hazard needing immediate repair but while the roofers were here replacing the roof, they backed their trucks up over the sidewalk causing a larger crack. Property Manager got an estimate to repair the crack for \$1,490.00. She spoke with Tip Top Roofing and they have agreed to split the cost of the repair. The Board discussed and feels that is fair that they agreed to pay half.

Jill Duckworth motioned to accept the estimate from General Construction of Orlando, Inc. to repair the sidewalk at the front of 800 bldg. for \$1,490.00 with Tip Top Roofing paying half. Gregory Golden seconded. All in favor. Motion carried.

Mansard Painting & Brick Sealant:

General Construction of Orlando, Inc. submitted an estimate to paint the mansards and seal the brick on the 37 buildings, clubhouse, 3 pool pump houses and outside bathrooms for \$249,000.00 per Sherwin Williams specs.

Jill Duckworth stated that Property Manager is still waiting on an estimate from another contractor and a third contractor after looking over the Sherwin Williams project specs declined to bid the project. Joanna Hart recommended tabling this project to obtain more bids and to bid it out separating; the painting and brick sealing. Joanna stated we may need to just do the mansard painting right now and wait on the brick sealing.

Jill Duckworth tabled this until the next Board meeting.

MANAGERS REPORT:

Board reviewed the Manager's report prior to the meeting. Not questions at this time.

ADJOURNMENT:

Jill Duckworth motioned to adjourn the Board of Directors meeting at 7:17.