

FOUR SEASONS CONDOMINIUM ASSOCIATION OF WINTER PARK, INC.

BOARD OF DIRECTORS MEETING

MINUTES

November 10, 2021

CALL TO ORDER:

The duly posted Board of Directors Meeting was called to order by Michael Cleary at 6:07 p.m. on Wednesday November 10, 2021 at 200 St. Andrews Blvd., Winter Park, Florida 32792 at the clubhouse.

THOSE PRESENT: Michael Cleary, President
Gregory Golden, Treasurer
Mark Summers, Secretary
Joanna Hart, Sentry Management
Patricia Rowe, Sentry Management

MINUTES:

Michael Cleary motioned to approve September 8, 2021 Board Meeting Minutes, October 13, 2021 Organization Meeting Minutes & October 20, 2021 Budget Workshop Minutes. Gregory Golden seconded. All in favor. Motion carried.

TREASURES REPORT:

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

OPEN SESSION:

Michael Cleary stated Property Manager has some information regarding the re-roof of buildings 500, 1700 and 2800. Property Manager stated she spoke with Tip Top Roofing earlier that day and they stated that they cannot get the materials needed to put the roofs on up to the new current code. The Florida Roofing and Sheetmetal Association informed them that they can install the tar roofs the previous way they used to until the materials are available. Installing all three approved roofs the previous way will save a total of \$48,845.00. They cannot tell us how long it will be until the materials are available or how long they will be able to honor previous pricing. Property Manager stated she is asking Tip Top Roofing for estimates for the next roofs on the re-roof schedule.

Michael Cleary stated he is implementing a new project called "Preventive Maintenance". He wants to set into place a maintenance schedule that continuously runs from Board to Board. This project will include shutters, wooden steps, pressure washing and painting (including light poles, iron handrails, pool fences, curbs etc.) He stated having maintenance continuously do these projects will save the Association nearly \$300,000.00. He stated for example the shutters cost the Association \$179,000.00 years ago. Last year Jill Duckworth started the repairs/replacement of the wooden shutters as needed. Property Manager had maintenance make a list of

shutters that were in need of repairs/replacement and has implemented the repairs/replacement into maintenance's regular work schedule. Mark Summers questioned why wood shutters were used. Joanna Hart stated a previous Board wanted to keep the aesthetics of property at that time. Mark suggested that as shutters need to be replaced, we switch to vinyl which would last longer. Property Manager stated some shutters wear worse than others depending on the location, sun and weather. Michael Cleary stated we could get some information and prices on other shutter material and revisit this in the future. Michael stated previously the Association paid contractors \$70,000.00 on wooden step replacement, \$40,000.00 on pole light, iron handrail & fence painting and \$30,000.00 on pressure washing.

Resident asked Property Manager to look at the clubhouse laundry light stating the area is very dark. Property Manager said she will look at it and if necessary, will replace.

Resident asked Property Manager to look at the flower beds at the rear of the 1400 building stating they seem to be getting larger. Property Manager said she will look at them and discuss with the landscapers.

NEW BUSINESS:

Gutter Cleaning:

Gutter Kings submitted an estimate to remove all debris from the roofs, gutters and downspouts from the 37 building for \$4,135.00. Michael Cleary stated this comes out to \$104 per roof. Property Manager stated in the past the Association spent \$2,200 twice a year for Tip Top Roofing to clean out just the gutters on buildings with large trees.

Michael Cleary motioned to accept Gutter Kings estimate to remove all debris from the roofs, gutters and downspouts from the 37 building for \$4,135.00. Gregory Golden seconded. All in favor. Motion carried.

Carpet Cleaning 32 Entry Hallways:

Carpet Valle submitted an estimate to clean the 32 interior hallways for \$1,120.00. Property Manager stated this is the same company we have been using and they haven't increased their rate in the last six years.

Michael Cleary motioned to accept the Carpet Valle estimate to clean the 32 interior hallways for \$1,120.00. Gregory Golden seconded. All in favor. Motion carried.

Homeowner Request for Reimbursement:

Homeowner submitted an email request for reimbursement for two shower fixtures he replaced after the re-pipe of his unit. Michael Cleary explained while Bryan Plumbing was re-piping the unit the hall bathroom shower fixture was not working properly and wouldn't be connected to the new hot & cold water lines. Homeowner also replaced the master bathroom shower fixture that he stated started leaking. The Board discussed that the bathroom fixtures are the homeowner's responsibility and that the plumbers stated the fixtures were old and not working properly.

Michael Cleary motioned to deny homeowners request for reimbursement for two shower fixtures he replaced after the re-pipe of his unit. Gregory Golden seconded. All in favor. Motion carried.

CPA Engagement Letter:

Arrington & Mapili, LLC submitted the CPA engagement letter for 2021 year end financials and taxes for \$5,000.00.

Michael Cleary motioned to accept Arrington & Mapili, LLC CPA engagement letter for 2021 year end financials and taxes for \$5,000.00. Mark Summers seconded. All in favor. Motion carried.

Tree Removal:

O & A Landscaping submitted an estimate to remove a dying tree and grind the stump at the rear of the 2700 bldg. for \$450.00, remove a dead tree opposite the 1200 bld. by the ditch without stump grinding for \$600.00, remove a second dying tree by the ditch without stump grinding for \$650.00 and remove a dying tree and grind the stump between bldgs. 3200/3300 for \$625.00. Total for all the trees is \$2,325.00. Mark Summers asked if we could get prices to replace these trees. Property Manager will look into prices with the landscaper.

Michael Cleary motioned to accept O & A Landscaping estimate to remove the dying tree and grind the stump at the rear of the 2700 bldg. for \$450.00, remove the dead tree opposite the 1200 bld. by the ditch without stump grinding for \$600.00, remove the second dying tree by the ditch without stump grinding for \$650.00 and remove the dying tree and grind the stump between bldgs. 3200/3300 for \$625.00. Total for all trees is \$2,325.00. Gregory Golden seconded. All in favor. Motion carried.

Mansard Repair 1307 & 3202:

Jill Duckworth approved an emergency estimate from General Construction of Orlando, Inc. for unit 1307 for \$15,900.00 and for unit 3202 for \$5,900.00 to repair the exterior mansard which was leaking into the unit and repair the inside damage from the leak. Property Manager stated the repair for unit 1307 cost more because the mansard around all the windows required repairs.

Michael Cleary motioned to ratify the approval Jill Duckworth approved for the emergency repair from General Construction of Orlando, Inc. for unit 1307 for \$15,900.00 and for unit 3202 for \$5,900.00 to repair the exterior mansard which was leaking into the unit and repair the inside damage from the leak. Gregory Golden seconded. All in favor. Motion carried.

Exterior Door Replacement 400 Bldg.:

General Construction of Orlando, Inc. submitted an estimate to replace the 3 exterior entry doors at the 400 bldg. for \$4,500.00. The estimate includes removing existing doors, repairing any damaged brick & drywall, install new doors, paint and pull the permit with the City of Winter Park. Board discussed these exterior doors are old and in bad shape and felt the price was reasonable. Board asked where this would be paid from. Joanna Hart stated from "Exterior Repairs" line item.

Michael Cleary motioned to accept General Construction of Orlando, Inc. estimate to replace the 3 exterior entry doors at the 400 bldg. for \$4,500.00 which includes removing existing doors, repairing any damaged brick & drywall, install new doors, paint and pull the permit with the City of Winter Park. Mark Summers seconded. All in favor. Motion carried.

Homeowner asked questions regarding the 2022 Budget. Property Manager stated the Board does not have the 2022 Budget in front of them and would not be able to informatively answer questions. The Budget

meeting is December 2nd. One of her questions was about line item 8100 Legal. Board stated it is based on what the Association spent in 2021 as to how the next year is computed. In 2021 we didn't have a lot of legal fees.

MANAGERS REPORT:

Board reviewed the Manager's report prior to the meeting. No questions at this time.

ADJOURNMENT:

Michael Cleary motioned to adjourn the Board of Directors meeting at 6:58.

APPROVED