

**FOUR SEASONS CONDOMINIUM OF WINTER PARK
BOARD OF DIRECTORS MEETING
August 10, 2022 at 6 P.M.
200 St Andrews Blvd, Winter Park FL 32792
At the Clubhouse**

MEETING MINUTES

Attendees: Michael Cleary, President
Gregory Golden, Treasurer
Mark Summers, Secretary (Via Teams Meeting)
Jill Duckworth, Director (Via Teams Meeting)
Joanna Hart, Sentry Management (Via Teams Meeting)
Patricia Rowe, Sentry Management

Michael Cleary called the meeting to order at 6:01 p.m.

Approval of the Meeting Minutes: Gregory Golden motioned to approve the minutes of the June 8, 2022 Board Meeting. Michael Cleary seconded. All in favor. Motion carried.

Treasurer's Report: Gregory Golden read the July 2022 financial report that was submitted and reviewed.

President's Report: None at this time.

Open Session: Property Manager updated the Board and residents that the tennis court resurface is still scheduled, but has been pushed back due to weather. We are hoping to be able to start in September. Tip Top Roofing is starting the 2100 re-roof on Friday August 12th. Cady Way Trail expansion has been postponed 2-3 years due to funding. Resident stated that they had the money for the project. Project Manager stated the city said that it's going to cost a lot more to do the expansion than the amount allotted in the grant.

A resident asked why there is a deficit in the financials. Michael Cleary explained that when the budget is made it approximates what we will spend the following year. This year there have been increases in insurance, landscape, pool service contracts, materials etc.

A resident expressed concern that when Tru Green was here spraying on Monday, August 8th and they did not put out signs on the lawn. Property Manager stated she will contact O & A Landscaping, who contracts out with Tru Green, to let them know and correct this.

A resident asked if the front of 2600 building was missed when we mulched. Michael Cleary stated the front of 2600 building, which faces the tennis court pool, was done. The part that faces the road is the rear of the building.

Unfinished Business:

Ratify Addition Interior Hallway Carpet:

Michael Cleary approved an invoice from ProSource Wholesale Flooring for an additional 720 sq ft of carpet needed for the interior hallways for \$1,203.19.

Michael Cleary motioned to ratify the approval of the ProSource Wholesale Flooring invoice for an additional 720 sq ft of carpet needed for the interior hallways for \$1,203.19. Gregory Golden seconded. All in favor. Motion carried.

Building 3700 Drainage:

Board reviewed and discussed the information, correspondence, and actions by the Association to assess the situation submitted regarding concerns about water drainage at 3700 building. The Board will continue to monitor the situation including ongoing maintenance geared towards assuring the gutters, downspouts, and drains are clear of debris.

New Business:

Exterior Door Replacement 100 & 200:

General Construction of Orlando, Inc. submitted an estimate to replace 2 exterior entry doors at the 100 bldg. for \$4,000.00 and 2 exterior entry doors at the 200 bldg. for \$4,000.00. The estimate includes removing existing doors, repairing any damaged brick & drywall, installing and painting new doors, and pulling the permit with the City of Winter Park.

Michael Cleary motioned to accept General Construction of Orlando, Inc. estimate to replace 2 exterior entry doors at the 100 bldg. for \$4,000.00 and 2 exterior entry doors at the 200 bldg. for \$4,000.00 which includes removing existing doors, repairing any damaged brick & drywall, installing new doors, painting and pulling the permit with the City of Winter Park. Mark Summers seconded. All in favor. Motion carried.

Roof Replacement Bldgs. 2300, 2600 & 3100

Tip Top Roofing submitted three proposals to re-roof including building 2300 for \$67,630.00, building 2600 for \$67,630.00 and building 3100 for \$59,490.00.

Mark Summers asked if this is at their original or the increased prices. Property Manager stated the cost is still under the original prices which is continuing to keep the replacement costs down for now.

Michael Cleary motioned to accept the three proposals provided by Tip Top Roofing to reroof buildings 2300 for \$67,630.00, building 2600 for \$67,630.00 and building 3100 for \$59,490.00. Gregory Golden seconded. All in favor. Motion carried.

Gutter Cleanout:

Tip Top Roofing submitted a proposal to cleanout gutters at 17 buildings that have large trees near them for \$2,200.00.

Jill Duckworth stated Property Manager tried to get a proposal from the company that came last year to clean out all the gutters, but that they did not get back with her. Jill stated she was not happy with the way the previous company cleaned up after cleaning out the gutters. They left debris all over the ground and on some cars, came without letting the office know, and Property Manager was on vacation.

Mark Summers suggested we look into leaf guards/gutter covers. Property Manager will get some prices.

Michael Cleary motioned to accept the proposal from Tip Top Roofing to cleanout gutters at 17 buildings that have large trees near them for \$2,200.00. Gregory Golden seconded. All in favor. Motion carried.

Pool Filter Grids:

Seminole Pool Supply submitted 3 estimates to replace the pool filter grids: Pool #1 (tennis court pool) 38 filter grids for \$2,404.95, Pool #2 (family pool) 38 filter grids for \$2,404.95 and Pool #3 (clubhouse pool) 32 filter grids for \$2,109.70.

Michael Cleary explained that the pool filter grids are like screens in the holding tanks that catch the Deet chemical used to treat the pools from going back into the pool. They have not been changed out in at least 10 years. Property Manager stated this would be paid from the pool reserves.

Michael Cleary motioned to accept the estimate from Seminole Pool Supply to replace the pool filter grids: Pool #1 (tennis court pool) 38 filter grids for \$2,404.95, Pool #2 (family pool) 38 filter grids for \$2,404.95 and Pool #3 (clubhouse pool) 32 filter grids for \$2,109.70. Mark Summers seconded. All in favor. Motion carried.

Seminole Pool Supply contract:

Michael Cleary approved the Seminole Pool Supply new pool service contract for \$1,525.00 per month which started July 1st. Michael Cleary stated this is a \$100.00 increase per month. Property Manager stated the increase is due to the price increase in chemicals. Michael stated when you break the service down by 3 times a week per 3 pools the increase is minimal.

Mark Summers motioned to ratify the accept the Seminole Pool Supply service contract for \$1,525.00 per month. Jill Duckworth seconded. All in favor. Motion carried.

Ratify Clubhouse Pool Pump Motor:

Michael Cleary approved an estimate from Seminole Pool Supply to replace clubhouse pool motor for \$1,091.39.

Michael Cleary motioned to ratify the approval from Seminole Pool Supply estimate to replace clubhouse pool motor for \$1,091.39. Mark Summers seconded. All in favor. Motion carried.

Ratify Clubhouse Pool Light Replacement:

Michael Cleary approved an estimate from Seminole Pool Supply to replace clubhouse pool light for \$855.99.

Michael Cleary motioned to ratify the approval from Seminole Pool Supply estimate to replace clubhouse pool light for \$855.99. Gregory Golden seconded. All in favor. Motion carried.

Ratify Plumbing Repair Bldgs. 400 & 3600:

Michael Cleary approved estimate from Bryan Plumbing for \$2,200.00 to camera line, vacuum line, and high pressure jet line at the front of the 400 bldg.

Michael Cleary stated after they put the camera in the line rocks were found. Property Manager stated this was causing sewer to backup into several units.

Michael Cleary motioned to ratify the approval of Bryan Plumbing's estimate for \$2,200.00 to camera line, vacuum line, and high pressure jet line at the front of the 400 bldg. Gregory Golden seconded. All in favor. Motion carried.

Michael Cleary approved estimate from Bryan Plumbing for \$699.50 to repair a main line water leak at the front of 3600 bldg.

Michael Cleary motioned to ratify the approval of Bryan Plumbing's estimate for \$699.50 to repair the main water line water leak. Gregory Golden seconded. All in favor. Motion carried.

Ratify Sidewalk Repair Bldgs. 900 & 3700:

General Construction of Orlando, Inc. submitted an estimate to replace sidewalk that was removed to repair the plumbing at bldgs. 900 & 3600 for \$1,500.00.

Michael Cleary motioned to ratify the approval from General Construction of Orlando, Inc. to replace the sidewalk that was removed to repair the plumbing at bldgs. 900 & 3600 for \$1,500.00.

Ratify Mansard Repair 2108:

Michael Cleary approved emergency estimate from General Construction of Orlando, Inc. for unit 2108 for \$6,900.00 to repair the exterior mansard, which was leaking into the unit, and repair the inside damage from the leak.

Michael Cleary motioned to ratify the approval from General Construction of Orlando, Inc. for unit 2108 for \$6,900.00 to repair the exterior mansard which was leaking into the unit and repair the inside damage from the leak. Jill Duckworth seconded. All in favor. Motion carried.

Manager's Report: Board reviewed the Manager's report submitted. There are no questions at this time.

Adjournment: Michael Cleary adjourned the meeting at 6:29.