

**FOUR SEASONS CONDOMINIUM OF WINTER PARK  
BOARD OF DIRECTORS MEETING  
September 14, 2022 at 6 P.M.  
200 St Andrews Blvd, Winter Park FL 32792  
At the Clubhouse**

## **MEETING MINUTES**

**Attendees:** Michael Cleary, President  
Peter Szedlacsek, Vice President  
Gregory Golden, Treasurer  
Jill Duckworth, Director (Via Teams Meeting)  
Joanna Hart, Sentry Management  
Patricia Rowe, Sentry Management

Michael Cleary called the meeting to order at 6:02 p.m.

**Approval of the Meeting Minutes:** Gregory Golden motioned to approve the minutes of the August 10, 2022 Board Meeting. Michael Cleary seconded. All in favor. Motion carried.

**Treasurer's Report:** Gregory Golden read the August 2022 financial report that was submitted and reviewed. Board discussed that due to the insurance increase we will use the insurance reserve to offset some of the increase.

Joanna Hart recommended moving two CD's that will be expiring soon into Pacific Western Money Market reserve account making the money more readily available for upcoming projects paid thru the reserve accounts.

Michael Cleary motioned to move the two CD's that will be expiring soon into Pacific Western Money Market reserve account making the money more readily available for upcoming projects paid thru the reserve accounts. Jill Duckworth seconded. All in favor. Motion carried.

**President's Report:** None at this time.

### **Open Session:**

Michael Cleary stated this is his last meeting as Board President and would like to thank all the Board members, Joanna Hart & Patricia Rowe for all their hard work during the year.

### **Unfinished Business:**

None at this time.

## New Business:

Landscape Bldgs. 1900, 2000, 2100, 2200:

O & A Services, Inc. submitted the following estimate for landscape at bldg. 1900 for \$3,190.00 to include:

Left side of bldg. remove & stump grind three spruce trees, replace with 15 viburnums and 170 sq. ft. of shade sod. At front of 1903-1907 remove Mexican Petunias, Scheffleras & Mother-in-law tongues that have Ferns mixed in with them. Replace with 29 Scheffleras and 220 sq. ft. of sod. Right side of bld. remove Philodendrons fill in missing spaces with 8 Viburnums and 50 sq. ft. of sod. Back of the bldg. remove Philodendron, make the flower bed smaller, install 5 Ligustrum and 290 sq. ft. of shade sod.

Michael Cleary motioned to accept the estimate from O & A Services, Inc. for landscape at bldg. 1900 for \$3,190.00 to include:

Left side of bldg. remove & stump grind three spruce trees, replace with 15 viburnums and 170 sq. ft. of shade sod. At front of 1903-1907 remove Mexican Petunias, Scheffleras & Mother-in-law tongues that have Ferns mixed in with them. Replace with 29 Scheffleras and 220 sq. ft. of sod. Right side of bld. remove Philodendrons fill in missing spaces with 8 Viburnums and 50 sq. ft. of sod. Back of the bldg. remove Philodendron, make the flower bed smaller, install 5 Ligustrum and 290 sq. ft. of shade sod.

Gregory Golden seconded. All in favor. Motion carried.

O & A Services, Inc. submitted the following estimate for landscape at bldg. 2000 for \$3,780.00 to include:

Front of 2001-2003 replace all the plants with 10 Scheffleras and 170 sq. ft. of sod. Front of 2005-2007 replace all the plants with 5 Scheffleras on both ends (10 total), 12 Red Maui Ixora in the middle and 250 sq. ft. of sod. Front of 2006-2008 replace all the plants with 5 Scheffleras on both ends (10 total), 12 Red Maui Ixora in the middle and 100 sq. ft. of sod. Front of 2010-2012 replace Hibiscus and Elephant Ears with 10 Scheffleras and 170 sq. ft. of sod. Back of the bldg. replace all landscape except the Crape Myrtle, install 40 Scheffleras and 300 sq. ft. of shade sod.

Michael Cleary motioned to accept the estimate from O & A Services, Inc. for landscape at bldg. 1900 for \$3,780.00 to include:

Front of 2001-2003 replace all the plants with 10 Scheffleras and 170 sq. ft. of sod. Front of 2005-2007 replace all the plants with 5 Scheffleras on both ends (10 total), 12 Red Maui Ixora in the middle and 250 sq. ft. of sod. Front of 2006-2008 replace all the plants with 5 Scheffleras on both ends (10 total), 12 Red Maui Ixora in the middle and 100 sq. ft. of sod. Front of 2010-2012 replace Hibiscus and Elephant Ears with 10

Scheffleras and 170 sq. ft. of sod. Back of the bldg. replace all landscape except the Crape Myrtle, install 40 Scheffleras and 300 sq. ft. of shade sod.

Gregory Golden seconded. All in favor. Motion carried.

O & A Services, Inc. submitted the following estimate for landscape at bldg. 2100 for \$3,611.00 to include:

Front of 2101 replace landscape with 3 Fountain Grass, 6 African Iris and 260 sq. ft. of shade sod. Front of 2107 remove Umbrella tree and Schillings replace with 5 Fountain Grass, 6 African Iris, 10 Aztec Grass and 90 sq. ft. of shade sod. Front of 2108 replace landscape with 5 Fountain Grass, 6 African Iris, 9 Aztec Grass, 9 Liriope and 9 Society Garlic. Sides of bldg. replace Oleander with 22 Viburnums. Back of the bldg. replace landscape with 35 Scheffleras and 350 sq. ft. of shade sod.

Michael Cleary motioned to accept the estimate from O & A Services, Inc. for landscape at bldg. 2100 for \$3,611.00 to include:

Front of 2101 replace landscape with 3 Fountain Grass, 6 African Iris and 260 sq. ft. of shade sod. Front of 2107 remove Umbrella tree and Schillings replace with 5 Fountain Grass, 6 African Iris, 10 Aztec Grass and 90 sq. ft. of shade sod. Front of 2108 replace landscape with 5 Fountain Grass, 6 African Iris, 9 Aztec Grass, 9 Liriope and 9 Society Garlic. Sides of bldg. replace Oleander with 22 Viburnums. Back of the bldg. replace landscape with 35 Scheffleras and 350 sq. ft. of shade sod.

Gregory Golden seconded. All in favor. Motion carried.

O & A Services, Inc. submitted the following estimate for landscape at bldg. 2200 for \$3,620.00 to include:

Front of 2201 cut down Spruce tree replace with 10 Scheffleras. Front of 2205-2207 install 10 Scheffleras, 12 Red Maui Ixora. Front of 2205-2209 install 10 Scheffleras on end, 12 Red Maui Ixora. Front of 2212 install 10 Scheffleras. Install 860 sq. ft. of sod on front of the entire bldg. Side of bldg. replace Liriope with 3 Ligustrums. Back of bldg. remove ferns, install 30 sq. ft. of sod, replace Ligustrums with 5 Scheffleras, install 3 Scheffleras in between the Plumbago, remove Holly replace with 9 Scheffleras. Install 5 Blue Plumbago in front of a/c unit and 3 Scheffleras and 40 sq. ft. of sod. Replace 4 Ligustrums with 11 Lorapetalums to hide backflow and a/c.

Michael Cleary motioned to accept the estimate from O & A Services, Inc. for landscape at bldg. 2200 for \$3,620.00 to include:

Front of 2201 cut down Spruce tree replace with 10 Scheffleras. Front of 2205-2207 install 10 Scheffleras, 12 Red Maui Ixora. Front of 2205-2209 install 10 Scheffleras on end, 12 Red Maui Ixora. Front of 2212 install 10 Scheffleras. Install 860 sq. ft. of sod on front of the entire bldg. Side of bldg. replace Liriope with 3 Ligustrums. Back of bldg. remove ferns, install 30 sq. ft. of sod, replace Ligustrums with 5 Scheffleras, install 3 Scheffleras in between the Plumbago, remove Holly replace with 9 Scheffleras. Install 5

Blue Plumbago in front of a/c unit and 3 Scheffleras and 40 sq. ft. of sod. Replace 4 Ligustrums with 11 Lorapetalums to hide backflow and a/c.

Gregory Golden seconded. All in favor. Motion carried.

#### Tree Trimming:

O & A Services, Inc. submitted an estimate to trim all the trees throughout the community for \$12,655.00. Property Manager stated there is not enough money in the budget to do all the trees at this time but has highlighted the trees that need immediate attention to get them off the bldgs. The total for these trees is \$6,875.00.

Michael Cleary made a motion to accept part of the estimate from O & A Services, Inc. for \$6,875.00 to trim the trees, at this time as highlighted in the Board Packet, that need immediate attention to get them off the bldgs. Gregory Golden seconded. All in favor. Motion carried.

#### Sidewalk Repair:

General Construction of Orlando, Inc. submitted an estimate to replace 34 sq. ft. of sidewalk for \$1,020.00. Property Manager stated there is 3 sections of sidewalk at the side of 100/200 bldgs. that need immediate repair.

Michael Cleary made a motion to accept the estimate from General Construction of Orlando, Inc. to replace 3 sections of sidewalk at the side of 100/200 bldgs. for a total of 34 sq. ft. of sidewalk for \$1,020.00. Gregory Golden seconded. All in favor. Motion carried.

#### Exterior Door Replacement 600:

General Construction of Orlando, Inc. submitted an estimate to replace 3 exterior entry doors at the 600 bldg. for \$6,000.00. The estimate includes removing existing doors, repairing any damaged brick & drywall, install and paint new doors, and pull the permit with the City of Winter Park.

Michael Cleary motioned to accept General Construction of Orlando, Inc. estimate to replace the 3 exterior entry doors at the 600 bldg. for \$6,000.00 which includes removing existing doors, repairing any damaged brick & drywall, install new doors, paint and pull the permit with the City of Winter Park. Gregory Golden seconded. All in favor. Motion carried.

#### Ratify Mansard Repair 703:

Michael Cleary approved emergency estimate from General Construction of Orlando, Inc. for unit 703 for \$4,900.00 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 703 for \$4,900.00 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.

**Ratify Mansard Repair 3003:**

Michael Cleary approved emergency estimate from General Construction of Orlando, Inc. for unit 3003 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 3003 for \$6,900.00 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.

**Ratify Mansard Repair 3206:**

Michael Cleary approved emergency estimate from General Construction of Orlando, Inc. for unit 3206 for \$8,900.00 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 3206 for \$8,900.00 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.

**Ratify Outside Closet Repair 2609 & Mansard Repair 3205:**

Michael Cleary approved emergency estimate from General Construction of Orlando, Inc. for unit 2609 for \$1,500.00 to repair the exterior closet and for unit 3205 for \$490.00 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 2609 for \$1,500.00 to repair the exterior closet and for unit 3205 for \$490.00 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.

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

**Adjournment:** Michael Cleary adjourned the meeting at 6:33.