

**FOUR SEASONS CONDOMINIUM OF WINTER PARK  
BOARD OF DIRECTORS MEETING  
February 8, 2023 at 6 P.M.  
200 St Andrews Blvd, Winter Park FL 32792  
At the Clubhouse**

**MEETING MINUTES**

**Attendees:** Jill Duckworth, President  
Michael Cleary, Vice President  
Glen Ioffredo, Secretary  
Michael Agranoff, Treasurer  
Ellen Heim, Director  
Patricia Rowe, Sentry Management

Jill Duckworth called the meeting to order at 6:01 p.m.

**Approval of the Meeting Minutes:** Michael Agranoff motioned to approve the minutes of the January 11, 2023 Board Meeting. Jill Duckworth seconded. All in favor. Motion carried.

**Treasurer's Report:** Michal Agranoff read the January 2023 financial report that was submitted and reviewed. Property Manager explained chart of account 8100 Legal amount will be changed. An invoice for 2022 was paid in January 2023. Property Manager submitted request to CPA to move this invoice to the prior year. Michael Agranoff stated that a homeowner account previously discussed with an outstanding balance is much lower than we thought.

**Open Session:**

Ellen Heim asked what the policy is for giving new homeowners and tenants copies of documents. Homeowner who is a realtor stated that Florida Statute's require a condo disclosure which the new homeowner must sign stating they have received a copy of the documents. Jill Duckworth stated that it is not the Association's responsibility to make sure that new homeowners and tenants have copies of the documents, but that we do tell them they can find the documents, rules & regulations and forms on the website. Michael Agranoff suggested on Intent to Lease & Sell Applications we put the website information on them. Property Manager stated she will add it to the applications. Ellen Heim suggested we could be setting ourselves up to be sued for not providing it to them. Glen Ioffredo stated we are not setting ourselves up to be sued, but that we are being helpful by telling them where to go to find them.

Ellen Heim stated her tenant's guest was accused of working on his truck and cited for it. Ellen stated he was not working on the vehicle just looking at it to. Jill Duckworth stated she was the one who addressed the person working on the truck over the Thanksgiving holiday weekend. Jill said she went over to them and explained that per our rules & regulations working on vehicles is prohibited. They continued working on the vehicle at which time Jill gave them a written notice that they needed to stop. Ellen stated that they did not know as they did not have the rules & regulations. Jill suggests that landlords make sure they have given their tenant copies of the Four Seasons rules & regulations. Homeowner suggested putting the website information in the newsletter. Jill stated she will add to the newsletter.

Homeowner asked if anyone can make suggestions for the newsletter. Jill Duckworth stated

suggestions can be submitted to the office and will be considered. Ellen Heim asked if there is a newsletter committee. Jill stated there is not.

Homeowner asked about the vehicles that have been broken into on the property. Jill Duckworth stated there were two cars broken into and a stolen vehicle that was abandoned back by the tennis court. Property Manager stated that neither one of the vehicle owners have spoken with her other than a phone message left asking if there were cameras on the property. Property Manager stated that we did put up notices in the laundry rooms and did an eblast letting residents know and to suggest they lock their vehicles and not leave valuables in them. Another homeowner stated she witnessed a suspicious looking vehicle driving slow through the complex early one morning and that she did call the office to report it. Jill Duckworth and the Property Manager reminded residents if they see something suspicious call the Police first and then report it to the office.

Homeowner asked if we could put signs on the dumpsters that if full take to a different dumpster? Property Manager stated we have signs on the dumpsters and unfortunately residents don't follow them. Property Manager stated that she is emailing Waste Pro daily to swap out the dumpster at the 2900 building with side doors. In the interim maintenance is flipping the top open during the day to make it easier for our residents.

Homeowner asked about the pickleball court that is to be installed on the current tennis court and is the Board aware how loud this will be for the residents that live around the tennis court? Michael Agranoff stated this has already been approved. Michael Cleary stated we will have to wait and see once the pickleball court is installed but, in the meantime, it has been approved. Homeowner stated how will this affect residents using the tennis court and that he will get with the office to reserve the court. Property Manager stated there is no reservation system in place for the tennis court that it will be on first come basis as is the current protocol.

Homeowner reported the contractors that are working on the neighboring apartments are using our dumpsters. Property Manager stated she will talk to the apartment office and that if residents see them using our dumpsters to call the office and she will go address the issue.

#### **Unfinished Business:**

None at this time.

#### **New Business:**

##### **Pool Furniture:**

Sunbrite Outdoor Furniture submitted a quote to strip, re-powder coat & re-strap 17 chaise lounges and 19 dining chairs including pick up & delivery for \$4,042.52. Jill Duckworth stated that we did not do any last year. Property Manager had maintenance clean/pressure wash them.

Jill Duckworth motioned to approve the quote to strip, re-powder coat & re-strap 17 chaise lounges and 19 dining chairs including pick up & delivery for \$4,042.52. Michael Cleary seconded. All in favor. Motion carried.

##### **Exterior Doors Bldgs. 700, 900, 3400**

General Construction of Orlando, Inc. submitted estimates to replace 3 exterior entry doors at the 700 bldg. for \$6,000.00, 3 exterior entry doors at the 900 bldg. for \$6,000.00 and 3 exterior

entry doors at the 3400 bldg. for \$6,000.00. 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. estimates to replace 3 exterior entry doors at the 700 bldg. for \$6,000.00, 3 exterior entry doors at the 900 bldg. for \$6,000.00 and 3 exterior entry doors at the 3400 bldg. for \$6,000.00. which includes removing existing doors, repairing any damaged brick & drywall, installing new doors, painting and pulling the permit with the City of Winter Park. Jill Duckworth seconded. All in favor. Motion carried.

Michael Agranoff suggested changing out the round door handles to leaver handles to be more handicap friendly. Ellen Heim stated that we have door and hardware specifications and that this would be changing them which states all door hardware must match. Jill Duckworth and Michael Cleary stated that individual homeowners' doors and hardware do follow the specifications. Property Manager did state that in some cases especially during Covid it was difficult to get materials and that some homeowners had to choose a slight variation to the original specifications. The Board did approve those variations.

Michael Agranoff motioned to change out the round door handles to leaver handles to be more handicap friendly. Jill Duckworth seconded. All in favor. Motion carried.

#### 900 Laundry Windows:

General Construction of Orlando, Inc. submitted an estimate to replace 3 exterior windows for \$4,900.00 which includes removing existing windows, order and install new double pane white vinyl windows, repair any damaged brick, repair any damaged drywall, touch up the paint and pulling the permit with the City of Winter Park. Estimate stated that price for each window, labor, material and permit if done separately would be \$1,900.00.

Jill Duckworth stated that the windows are old and in poor condition. There was an incident and that one of the windows is cracked.

Jill Duckworth motioned to accept the estimate from General Construction of Orlando, Inc. to replace 3 exterior windows for \$4,900.00 which includes removing existing windows, order and install new double pane white vinyl windows, repair any damaged brick, repair any damaged drywall, touch up the paint and pulling the permit with the City of Winter Park. Michael Cleary seconded. All in favor. Motion carried.

#### Sod Replacement Bldgs. 2000, 2900, 3000:

O & A Landscape submitted an estimate to replace 550 sq. ft of St. Augustine sod at the front of 2000 bldg. to match the existing newly installed St. Augustine sod for \$550.00.

Jill Duckworth motioned to accept the estimate to replace 550 sq. ft of St. Augustine sod at the front of 2000 bldg. to match the existing newly installed St. Augustine sod for \$550.00.

O & A Landscape submitted an estimate to replace 500 sq. ft of St. Augustine sod between the front of bldgs. 2000 & 3000 for \$500.00.

Ellen Heim asked if the sod will be watered in. Jill Duckworth stated yes. Ellen would like to plants put in front of the 1800 bldg. she is willing to have them put in. Jill stated that the Association does not allow homeowners/residents to plant. Previously this is what happened

throughout the community, and we now have plants that cost the Association money to maintain. The landscapers install plants that are tolerant to our community.

Michael Agranoff motioned to accept the estimate to replace 500 sq. ft of St. Augustine sod between the front of bldgs. 2000 & 3000 for \$500.00. Glen Ioffredo seconded. All in favor. Motion carried.

Tree Trimming:

O & A Landscape submitted an estimate for \$5,7880.00 to raise and thin out the trees on the property.

Jill Duckworth stated that previously they have trimmed the trees off the buildings this would raise and thin them out making them hurricane safe.

Michael Cleary motioned to accept the estimate from O & A Landscape for \$5,7880.00 to raise and thin out the trees on the property. Glen Ioffredo seconded. All in favor. Motion carried.

Jill Duckworth stated that if residents see a tree they think has been missed to let the office know.

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

**Adjournment:** Jill Duckworth adjourned the meeting at 7:07.