

**FOUR SEASONS CONDOMINIUM OF WINTER PARK
BOARD OF DIRECTORS MEETING
May 10, 2023 at 6 P.M.
200 St Andrews Blvd, Winter Park FL 32792
At the Clubhouse**

MEETING MINUTES

Attendees: Michael Cleary, President
Jill Duckworth, Vice President (Via Teams Meeting)
Michael Agranoff, Treasurer
Ellen Heim, Director
Patricia Rowe, Sentry Management

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

Approval of the Meeting Minutes: Michael Agranoff motioned to approve the minutes of the April 12, 2023 Board Meeting. Michael Cleary seconded. All in favor. Motion carried.

Treasurer's Report: Michal Agranoff read the April 2023 financial report that was submitted and reviewed.

Unfinished Business

None at this time.

New Business:

Michael Cleary stated there were some emergency repairs that need to be ratified.

Ratify Family Pool Lights:

Michael Cleary motioned to ratify Smithson Electric proposal to replace 3 existing pool lights with 3 LED pool lights for \$2,705.00. Michael Agranoff seconded. All in favor. Motion carried.

Ratify Mansard Repair at 2608:

Michael Cleary motioned to ratify General Construction invoice for emergency mansard repairs unit 2608 for \$3,900.00. The scope of work included removing wall shingles & underlying paper, remove all deteriorated wood & replace with new, install peel & stick flashing around the window areas, apply Tyvek wrap, re-install shingles, touch up paint and remove all waste from the jobsite. Michael Agranoff seconded. All in favor. Motion carried.

Ratify Ian Repairs:

Michael Cleary motioned to ratify General Construction invoice for post Hurricane Ian repairs for \$4,900.00. Repairs included reinstalling shingles at bldgs. 3100, 600, 1200, 2500, 700, 2300, 1800, 901, 903, 107, 3605, install new seamless gutters on bldg. 2600 and connect downspout, inspect unit after hurricane for water intrusion at 2402 and drywall repair at 1104. Michael Agranoff seconded. All in favor. Motion carried.

Sidewalk Repairs:

General Construction of Orlando submitted an estimate for sidewalk repair to include demo & remove existing sidewalk, install forms for new sidewalk, pour cement 4" deep level and broom finish and remove all waste from jobsite.

Priority sidewalks per attached estimate site map with a total of 207 square feet is \$6,210.00

Non-Priority sidewalks per attached estimate site map with a total of 164 square feet is \$4,920.00

Total for both is \$11,130.00.

Jill Duckworth asked if there were other bids for this. Michael Cleary stated we could get other bids for the non-priority, but would like to approve the priority ones. Board asked Property Manager why some were considered priority. She stated they are a potential trip hazard. Michael Cleary asked Michael Agranoff to clarify that in a conversation they had that Michael Agranoff had looked into concrete install prices and stated to him that General Construction prices were in the same range. Michael Agranoff stated yes, but that we could still get a second quote but agreed should not wait on the priority ones. Jill Duckworth asked if General Construction gave separate bids. Michael Cleary stated prices were broken up in the one estimate between priority and non-priority. Jill Duckworth asked if not all approved today will General Construction of Orlando still honor the non-priority prices later. Property Manager stated that he knew the Board might not approve both, but did not state if both prices will not be in effect later.

Jill Duckworth stated she is not opposed to approving the sidewalk estimate, but moving forward if a project/work is not an emergency we should get multiple bids.

Michael Agranoff made two separate motions as follows:

Michael Agranoff motioned to accept General Construction of Orlando estimate for the priority sidewalk repairs for \$6,210.00 which will include the demo & removal of existing sidewalk, install forms for new sidewalk, pour cement 4" deep level and broom finish and remove all waste from jobsite. Michael Cleary seconded. All in favor. Motion carried.

Michael Agranoff motioned to obtain at least one other bid for the non-priority sidewalks and if not 10% less than General Construction of Orlando's estimate for the non-priority sidewalk repairs for \$4,920.00, move forward with the whole bid for \$11,130 which will include the priority and non-priority sidewalk with the demo & removal of existing sidewalk, install forms for new sidewalk, pour cement 4" deep level and broom finish and remove all waste from jobsite. Jill Duckworth seconded. All in favor. Motion carried.

Sod Bldg. 800:

O & A Landscape Services submitted an estimate to replace 724 square feet of St. Augustine Floratam Sod in front of the 800 bldg. for \$724.00.

Michael Agranoff motioned to accept O & A Landscape Service's estimate to replace 724 square feet of St. Augustine Floratam Sod in front of the 800 bldg. for \$724.00.

Landscape Bldgs. 1700 & 1800:

O & A Landscape submitted an estimate for landscaping bldg. 1700 for \$3,140.00. Front of the bldg. remove all shrubs/plants except the Podocarpus, install 38 Red Maui Ixora, replace 2 Hibiscus with 2-7 gallon Podocarpus. On the side of the bldg. install 17 Viburnums with 200 square feet of shade grass. Rear of the bldg. remove all shrubs/plants and install 18 Fountain grass, 20 Auntie Lou and 20 Variegated Ginger.

Jill Duckworth motioned to accept O & A Landscape estimate for landscaping bldg. 1700 for \$3,140.00. Front of the bldg. remove all shrubs/plants except the Podocarpus, install 38 Red Maui Ixora, replace 2 Hibiscus with 2-7 gallon Podocarpus. On the side of the bldg. install 17 Viburnums with 200 square feet of shade grass. Rear of the bldg. remove all shrubs/plants and install 18 Fountain grass, 20 Auntie Lou and 20 Variegated Ginger. Michael Agranoff seconded. All in favor. Motion carried.

O & A Landscape submitted an estimate for landscaping bldg. 1800 for \$4,045.00. Remove Philodendron and replace with 7 Snow on the Mountain to match existing. Front of the bldg. remove all shrubs/plants except the Podocarpus, install 460 square feet of grass at front of bed, 1800-1803 install 6 African Iris, 1804-1805 install 7 Aztec grass, 1806-1808 install 7 African Iris between the Podocarpus. On the side of the bldg. replace Coontie Fern with 7 Viburnums and install 150 square feet of shade grass. Rear of the bldg. remove all shrubs/plants and install 18 Fountain grass, 20 Auntie Lou and 20 Variegated Ginger and 1200 square feet of shade sod.

Michael Cleary motioned to accept O & A Landscape estimate for landscaping bldg. 1800 for \$4,045.00. Remove Philodendron and replace with 7 Snow on the Mountain to match existing. Front of the bldg. remove all shrubs/plants except the Podocarpus, install 460 square feet of grass at front of bed, 1800-1803 install 6 African Iris, 1804-1805 install 7 Aztec grass, 1806-1808 install 7 African Iris between the Podocarpus. On the side of the bldg. replace Coontie Fern with 7 Viburnums and install 150 square feet of shade grass. Rear of the bldg. remove all shrubs/plants and install 18 Fountain grass, 20 Auntie Lou and 20 Variegated Ginger and 1200 square feet of shade sod. Michael Agranoff seconded. All in favor. Motion carried.

Ellen Heim stated she has concerns that the irrigation is not working at the 1800 bldg. Property Manager stated the landscaping company and maintenance have checked the irrigation and it is working. Once all new landscape is installed the landscaper will check that the landscape has proper irrigation and that the new plants have a warranty. Michael Cleary asked that Ellen Heim meet with Property Manager to show her where she feels the irrigation is not working and can have maintenance turn it on.

Mulch Rear of Bldgs.:

O & A Landscape submitted an estimate to install Pine Bark Mulch at the rear of the bldgs. for \$6,500.00.

Michael Agranoff motioned to accept O & A Landscape estimate to install Pine Bark Mulch at the rear of the bldgs. for \$6,500.00. Michael Cleary seconded. All in favor. Michael Cleary stated that last year the front and sides of the bldgs. were done and stated that each year would alternate so that over time the entire property will be mulched. Michael Agranoff asked if they blow the mulch in. Michael Cleary stated they do.

Mansard 2300 Bldg.:

General Construction of Orlando, Inc. submitted an estimate to remove the mansard shingles, remove underlying paper, remove and replace any deteriorate wood & studs, replace wall insulation as needed, replace exterior wood panel/plywood, install peel & stick around window areas, apply Tyvek waterproof underlayment material over the plywood, install window flashing, reinstall mansard shingles, paint exterior areas as needed to match existing and remove all waste from jobsite for \$69,900.00

Michael Cleary stated that the Board is tabling this item until the reserve line has more money to pay for it.

Manager's Report:

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

Open Session:

Homeowner asked if the tree trimming in between bldgs. 1700 & 1800 completed and if so, they missed some. Property Manager stated that she will check on this.

Homeowner stated she was not happy that when the landscape company was here trimming the palm trees her vehicle was a mess with debris. She stated she lives in the 300 bldg. they were working near the 200 bldg. She left for a little bit came back and they moved to her bldg. She feels they should have waited to have her move her vehicle or cover it. Property Manager stated that notices were posted prior to them coming to trim the palm trees to let residents know what day they would be here.

A homeowner expressed her continued concern regarding the neighboring apartment residents cutting through near the 100 bldg. dumpster and what can be done about it. Property Manager stated she has spoken with the apartment manager regarding their residents, and she was sending out an eblast to them. Property Manager will speak with the apartment management to see if they could put up a fence to stop their residents from cutting through onto Four Seasons property. She asked if we could put a sign near the 200 bldg. "no outlet" as cars are always coming down there. Michael Cleary stated that when you enter the address of 200 St Andrews Blvd in Google Maps, it brings you to the 200 bldg. and there is no way to change that. She stated that someone from the ballfield was going to park at Four Seasons and she told them he couldn't and if he did, he would be towed. They left.

Homeowner asked if the Board could put out a reminder that barbequing is not allowed at Four Seasons. Property Manager stated, per the Winter Park Fire Inspector, barbequing is only allowed 10 feet from any bldg. or structure and cannot be stored on patios/balcony. The Board will put a reminder in the next newsletter.

Michael Cleary informed residents that maintenance continues with a schedule of repairing/painting shutters, pole lights, iron railings, replacing/repairing wooden steps and pressure washing. Having maintenance do this and not outsourcing saves the Association money and he wanted to make sure to thank Greg & Ron for all they do.

Michael Cleary announced next month's Board meeting will be moved to the first Wednesday. June 7th, at 6 p.m. in the clubhouse. The agenda will include the insurance renewal. Our insurance agent from Brown & Brown Insurance will be at the meeting to answer any questions.

Adjournment: Michael Cleary adjourned the meeting at 6:39.

APPROVED