

**FOUR SEASONS CONDOMINIUM OF WINTER PARK  
BOARD OF DIRECTORS MEETING  
September 13 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)  
Glen Ioffredo, Secretary  
Michael Agranoff, Treasurer  
Patricia Rowe, Sentry Management

Michael Cleary called the meeting to order at 6:08 p.m.

**Approval of the Meeting Minutes:** Glen Ioffredo motioned to approve the minutes of the June 7, 2023 Board Meeting. Michael Cleary seconded. All in favor. Motion carried.

**Treasurer's Report:** Michal Agranoff read the August 2023 financial report that was submitted and reviewed. He stated that collections look great.

**Unfinished Business**

None at this time.

**New Business:**

Michael Cleary gave an update of all the good work that was done in 2023. Twelve buildings are being re-roofed, all one bedroom building's exterior doors were replaced, the pool furniture was painted & re-strapped, the gutters & downspouts were cleaned, pressure washing the sidewalks and replacing/repairing the wood shutters. These were just a few of the projects that have been or will be completed. He gave a thank you to Patricia Rowe, Property Manager, and maintenance for all they do for the community and a thank you to the Board of 2023 for all their hard work.

**Interior Repair 1102:**

General Construction did an emergency repair from a leak that included installing drywall in dining room, hallway wall & ceiling, a/c closet, linen closet, pantry and kitchen drywall tape and mud finish leaving it ready for texture for \$5,900.00.

Michael Cleary approved and motioned to ratify General Construction invoice submitted to install drywall in dining room, hallway wall & ceiling, a/c closet, linen closet, pantry and kitchen. Apply drywall tape and mud finish leaving it ready for texture for \$5,900.00. Michael Agranoff seconded. All in favor. Motion carried.

#### Ratify Interior Repair 408:

General Construction did an emergency repair from a roof leak removing saturated drywall & insulation, install new insulation, drywall, apply drywall tape and mud leaving it ready for texture for \$4,900.00.

Michael Cleary approved and motioned to ratify General Construction invoice submitted to remove saturated drywall & insulation, install new insulation and drywall, apply drywall tape and mud leaving it ready for texture for \$4,900.00. Michael Agranoff seconded. All in favor. Motion carried.

#### Ratify Roof Repair 403:

Tip Top Roofing, Inc. did an emergency repair above unit 703 which included spudding out a 10'x6' area, taking up gravel stop to replace damaged plywood, installed new dry in, gravel stop and glued modified patch and put back the rock for \$1,250.00.

Michael Cleary approved and motioned to ratify Tip Top Roofing, Inc. invoice for an emergency repair above unit 703 which included spudding out a 10'x6' area, taking up gravel stop to replace damaged plywood, installed new dry in, gravel stop and glued modified patch and put back the rock for \$1,250.00. Michael Agranoff seconded. All in favor. Motion carried.

#### Ratify Mansard Repair 3205:

General Construction did an emergency mansard repair at 3205 that was leaking. They removed the wall shingles and underlying paper on 2<sup>nd</sup> level, inspected area and found the water leak was coming from the roof, applied Tyvek wrap on the mansard wall and re-installed the shingles for \$1,900.00.

Michael Cleary approved and motioned to ratify General Construction invoice submitted for the emergency repair at 3205 to remove the wall shingles and underlying paper on 2<sup>nd</sup> level, inspected area and found the water leak was coming from the roof, applied Tyvek wrap on the mansard wall and re-installed the shingles for \$1,900.00. Michael Agranoff seconded. All in favor. Motion carried.

#### Ratify Additional Mulch:

O & A Service submitted an estimate for additional mulch to complete the mulching of the rear of the buildings for an additional \$1,500.00, making the mulch project a total of \$8,000.00.

Michael Cleary approved and motioned to ratify O & A Service, Inc. for additional mulch to complete the mulching of the rear of the buildings for an additional \$1,500.00, making the mulch project a total of \$8,000.00. Michael Agranoff seconded. All in favor. Motion carried.

#### Ratify Repair at 2400 Carport:

DRS Construction of Central Florida, Inc. submitted an estimate to order replacement panels and fascia for damaged area of 2400 bldg. carport. They will remove damaged panels and fascia, dispose of it and install new and then paint to match existing carport for \$1,495.00.

Michael Cleary approved and motioned to ratify DRS Construction of Central Florida, Inc. estimate to order replacement panels and fascia for damaged area of 2400 bldg. carport. They will remove damaged panels and fascia, dispose of it and install new and then paint to match existing carport for \$1,495.00. Michael Agranoff seconded. All in favor. Motion carried.

#### Ratify Family Pool Main Drain Cover and Ladder Kit Replacements:

Seminole Pool Supply submitted an estimate to replace two ladder kits, 12x12 main drain cover, dive charge for drain replacement, and a vacuum gauge at the family pool for \$1,267.91 to bring pool up to Florida Health Department code.

Michael Cleary approved and motioned to ratify Seminole Pool Supply estimate to replace two ladder kits, 12x12 main drain cover, dive charge for drain replacement, and a vacuum gauge at the family pool for \$1,267.91 to bring pool up to Florida Health Department code. Michael Agranoff seconded. All in favor. Motion carried.

#### Sidewalk Grinding:

DRS Construction of Central Florida, Inc. submitted a proposal to grind 16 sidewalk areas for \$1,200.00. Florida Grown Concrete, LLC submitted a proposal to grind 15 sidewalk areas for \$1,250.00. Property Manager stated the difference in the 15 and 16 sidewalk areas is because one of the areas has multiple grinds next to one another and Florida Grown Concrete combined one of them.

Jill Duckworth motioned to accept DRS Construction of Central Florida, Inc. proposal to grind 16 sidewalk areas for \$1,200.00. Michael Agranoff motioned to ratify Jill Duckworth's motion to include up to 20 sidewalk areas if needed. Jill Duckworth motioned to accept the new motion from Michael Agranoff for DRS Construction of Central Florida, Inc. to grind 16 sidewalk areas for \$1,200.00 and to include up to 20 sidewalk areas if needed. Michael Agranoff seconded. All in favor. Motion carried.

#### Drainage 2600 Bldg.:

O & A Services submitted an estimate to remove two temporary extenders on top of the grass at the rear of the 2600 building, connect two solid corrugated pipes to the two downspouts, run the corrugated pipes out through the grass underground towards the sidewalk with two 9 inch catch basins at the end of the pipes to discharge the water for \$558.00.

Homeowner who lives in the 2600 bldg. is concerned that if the pipes get clogged it could potentially cause a backup onto her porch, her unit and the roof. She said the extenders on top of the grass are working. Michael Cleary stated that the above ground extenders were meant as a temporary fix to see if worked. They have been working but the Association got a

complaint on their appearance. Jill Duckworth stated that this type of drain system is used in multiple RV parks they have visited and it does work. Homeowner asked for some more information on exactly how far out they will be and if they could run out to the road. Michael Cleary stated the estimate states there will be 40 ft of 4" solid pipes.

Michael Cleary tabled this for future discussion to allow Property Manager to clarify with O & A Services exactly what will be done and how much pipe will be used.

Spectrum Agreement:

Michael Agranoff has been working with our consulting group CCG to negotiate a new agreement. Michael Cleary raised some concerns. First one: the agreement states if cancelled a portion of the door fee that is to be disbursed to each homeowner may be required to be returned and if this was to happen the Association would be responsible for the cost. Second one: the agreement states the Association is to give quarterly update to Spectrum with new homeowners/resident's personal information which we cannot give out. Third one: the agreement allows them to solicit, which is not allowed per the Rules & Regulations.

Property Manager explained to the residents that the Board is discussing a 10 year agreement that has been in place with Bright House/Spectrum and has expired.

In response to Michael Cleary statement Jill Duckworth agrees that the Association should not give out homeowner/resident personal information. Jill asked Property Manager what she thought. She stated she could give a list of unit numbers that sold or rented without giving out any personal information. Jill said that the agreement states that the owner, "Four Seasons", can prohibit door to door soliciting.

Michael Agranoff stated the old agreement included a door fee and request for a list of new owners/residents.

Glen Ioffredo stated he was not concerned with any of the stipulations of the agreement. He did point out that the owner, "Four Seasons", address is incorrect. It has a post office box in Tampa. Property Manager stated that is the mailing address for Click Pay which is where homeowner's mail their monthly assessment checks too.

Michael Agranoff and Jill Duckworth stated that this agreement gives the Four Seasons flexibility in the future to consider other options.

Residents asked if they could see a copy of the agreement. Property Manager stated all of the bids/contracts/agreements are posted on the website for viewing. Michael Agranoff stated that our consulting company works for us to get the best deal. They do receive a commission check for their work. They have Attorneys that looked over the agreement as well.

Jill Duckworth motioned to accept the terms of the Spectrum Agreement with the correction of billing and notice address to be 200 St. Andrews Blvd, Winter Park, FL 32792. Glen Ioffredo seconded. All in favor. Motion carried.

Michael Agranoff motioned to have Property Manager check with the CPA that distributing a door fee to each homeowner equally will not cause/have any income tax issues. Jill Duckworth seconded. All in favor. Motion carried.

Jill Duckworth thanked Michael Agranoff for all his time spent working with CCG to come up with the Spectrum Agreement.

**Manager's Report:**

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

**Open Session:**

Homeowner reported one of the pool umbrellas went flying out of the stand and recommends putting a nut on the pole to keep this from happening. Michael Agranoff asked if this was reported to the office. Property Manager will have maintenance check on this.

Homeowner stated the carports look so good. Michael Agranoff stated DRS Construction added the new reflective numbers at no charge.

**Adjournment:** Michael Cleary adjourned the meeting at 7:06.