

FOUR SEASONS CONDOMINIUM ASSOCIATION OF WINTER PARK

BOARD OF DIRECTORS MEETING

February 15, 2024 at 6 P.M.

200 St Andrews Blvd, Winter Park FL 32792

At the Clubhouse

MEETING MINUTES

Attendees: Jill Duckworth, President
Glen Ioffredo, Secretary
Michael Agranoff, Treasurer
Patricia Rowe, Sentry Management

Jill Duckworth called the meeting to order at 6:00 p.m.

Jill Duckworth stated she was very happy with the way the last Board meeting went and thanked the residents that came to the meeting. They did their research and reasonable items to share with the Board regarding the agenda item "safety".

Jill Duckworth stated that since the last Board meeting the doggie station near the 100 bldg. has been moved closer to the bldg. under the light, outlets along will the back of the clubhouse now have covers over them, new modems have been installed in the clubhouse at no cost to the Association which will now be password protected, and Four Seasons Private Property temporary sign put out near the 100 bldg./dumpster. All of these are in place per the resident's request to help keep vagrants from coming on to the property.

Approval of the Meeting Minutes: Michael Agranoff motioned to approve the minutes of the January 10, 2024 Board Meeting. Jill Duckworth seconded. All in favor. Motion carried.

Treasurer's Report: Michael Agranoff read the January 2024 financial report that was submitted and reviewed. He stated that collections are looking good. Property Manager told the Board there are two CD's coming up for renewal in March. One is for operating that Jill Duckworth approved to renew at Capital Bank for \$57,080.62 for 12 months at 4.30% interest and suggests the Board consider moving the other CD from reserves for \$47,976.83 to the money market account as they will be spending the money for the roofs if approved out of the reserve account. Michael Agranoff asked to wait and discuss this later in the meeting when discussing the roofs. Jill Duckworth said OK.

Unfinished Business

None at this time

New Business:

Ratify Mansard Repair 400 Bldg.:

Jill Duckworth approved an emergency mansard repair invoice from General Construction of Orlando for the 400 bldg. for \$4,900.00 to remove wall shingles, underlying paper on the 2nd level, reported water leak coming from roof, once roof was repaired, removed all deteriorated wood, replaced it with new wood, installed peel and stick flashing around the window areas, applied Tyvek wrap, re-installed the mansard shingles, touched up paint. Interior repairs in unit 407 for \$490.00 to remove the damaged drywall section around the window in the dining room area, apply tape and mud to the drywall. All job waste was removed from the jobsite. Total invoice for both was \$5,390.00.

Michael Agranoff motioned to ratify the approval of the emergency mansard repair invoice from General Construction of Orlando for the 400 bldg. for \$4,900.00 to remove wall shingles, underlying paper on the 2nd level, report water leak coming from roof, once roof was repaired, removed all deteriorated wood, replaced it with new wood, installed peel and stick flashing around the window areas, applied Tyvek wrap, re-installed the mansard shingles, touched up paint. Interior repairs in unit 407 for \$490.00 to remove the damaged drywall section around the window in the dining room area, apply tape and mud to the drywall. All job waste was removed from the jobsite. Total invoice for both was \$5,390.00. Jill Duckworth seconded. All in favor. Motion carried.

Ratify Door Closures 400 Bldg.:

Jill Duckworth approved an invoice from General Construction of Orlando to remove two entry door closers that were not closing properly and replace with new for \$790.00. Michael Agranoff feels that this invoice is too high. Jill asked Property Manager if she knew what the cost for each door closure was. Property Manager stated she did not. Jill stated she will have the Property Manager go back to General Construction and state that the Board feels the cost of this invoice is too high. Jill tabled this item to the next Board meeting.

Ratify Emergency Tree Cleanup at Tennis Court Pool:

Jill Duckworth approved an emergency invoice from O&A Landscape Services for \$525.00 to cut up, chip and clean up a large snapped limb that fell in front of the tennis court pool. Jill stated the tree split in half down the middle and that O&A Landscape stated a lot of the trees are top heavy, need to be thinned out and hurricane proofed to avoid this from happening again. Michael Agranoff requested that we get bids from tree companies that have arborists.

Michael Agranoff motioned to ratify the approval of the invoice from O&A Landscape Services for \$525.00 to cut up, chip and clean up a large snapped limb that fell in front of the tennis court pool. Glen Ioffredo seconded. All in favor. Motion carried.

Clubhouse Upstairs Reno/Repairs:

Jill Duckworth stated she sent out emails to the Board on their thoughts of what to do with the money the Association received from Spectrum from the new agreement.

Jill suggested completing the clubhouse renovation upstairs, landscaping, mulching whole property. Michael Agranoff stated the upstairs of the clubhouse should be finished. Jill had Property Manager get two bids for the project and had the contractors itemize bids to be able to pick and choose which renovations the Board deemed necessary. Chart below shows the bids broken down from DRS Construction and General Construction of Orlando.

	DRS Construction	General Construction of Orlando
1. Install base molding entire upstairs	\$5,437.50	\$4,900.00
Quarter-round molding if needed	Included	\$1,050.00
TOTAL FOR BOTH IF NEEDED	\$5,437.50	\$5,950.00
2. Remove Popcorn Ceiling in Large Room install knock down texture **	\$6,850.00	\$5,900.00
3. Sand & Repair Popcorn in Large Room	\$1,250.00	\$950.00
4. Paint all Ceilings upstairs	\$3,250.00	\$2,900.00
5. Purchase & install two closet bi-fold doors	\$1,590.00	\$1,295.00
6. Remove blinds & repair holes **	\$325.00	\$290.00
7. Purchase & install cabinets, counter top, sink, repair drywall, paint, plumbing	Approx. \$3,000	Approx. \$3,000
8. Paint trim, doors, frames	\$1,050.00	\$990.00

**These items not needed at this time

Jill Duckworth stated the highlighted items were ones she felt were needed. The removal of popcorn and blinds were not. Jill stated the blinds are fairly new and just need to be cleaned. Michael Agranoff stated the removal of blinds were so that resident could see into the rooms to see what people are doing.

Board discussed making the larger room a multi-purpose room with a ping pong table, air hockey, foose ball table and some furniture. One of the smaller rooms a stretch/yoga room and the other small room a reading/library room (take a book/leave a book) with some board games.

Residents asked the Board to explain again where this money came from and how much Spectrum gave to the Association. Jill Duckworth stated this was from Michael Agranoff negotiating with Spectrum to get

the best deal for Four Seasons for them to continue servicing the community but with a no compete clause that if other companies want to come in the community with a better offer they can. Jill stated after taxes the amount the Association received \$20,145.00.

The Board discussed the prices and felt that considering General Construction of Orlando remodeled the downstairs of the clubhouse and is a few hundred dollars less it makes sense to choose them.

Board discussed whether to install a sink, cabinets and refrigerator in the larger room. The Board asked the residents present what their thoughts were. One resident was concerned with water being spilled on the floor and causing damage. Another resident stated if the infrastructure is there for the small kitchen area should put it back in. Residents asked for more time to think about what they would like upstairs in the clubhouse. Some raised concerns as they live near the clubhouse and don't want noise disturbances.

Jill Duckworth motioned to accept the yellow highlighted areas from General Construction of Orlando without the quarter round molding for a total for \$14,035.00. Glen Ioffredo seconded. All in favor. Motion carried.

Jill Duckworth asked the Board to authorize her to purchase the equipment and furniture for upstairs for the remaining \$6,110.00. Glen Ioffredo stated he is wants to wait and complete the renovations and then decide what to do with the rooms. Michael Agranoff stated the Association is not in compliance if leave the rooms with no purpose. Michael asked Glen if he wants to then go and look to get items for the upstairs as Jill will be leaving soon and will not be able to. Jill stated it will then fall on Michael. Glen stated he wants the rooms finished for safety reasons but has no interest in it after that.

Glen Ioffredo told Jill Duckworth to just motion and approve what she wanted and that he was not going to vote on the matter. At this time the Jill Duckworth tabled for a future meeting.

Michael Agranoff motioned to earmark the remaining \$6,110.00 from Spectrum for clubhouse repairs/renovations. Jill Duckworth seconded. Glen Ioffredo not in favor. Motion carried.

Roofs Bldgs. 300, 400, 700, 1100, 1200, 1300, 1900, 3200 & tennis court bathroom:

Tip Top Roofing submitted estimates for eight bldgs. to include the following:

Removing all existing roofing, related sheet metal flashing down to the underlying wood deck and dispose of all debris. Install new gravel surfaced, hot asphalt applied, GAF 5-ply built-up roof system in accordance with manufacturer's specifications. System to consist of rosin sheathing paper and one layer of 75# glass base sheet mechanically attached to wood deck followed by four plies of Type VI fiberglass felt each set in a solid mopping of hot Type III asphalt. Overall completed plies apply a uniform flood coat of hot asphalt and embed new ½-inch gravel surfacing. Install new curb flashing with cant strip in accordance with manufacturer's modified bitumen flashing specifications. Fabricate and install new gooseneck vents to replace existing. Furnish and install new lead flashing on all plumbing vent stacks. Fabricate and install 24-ga factory painted gravel stop style edge metal along perimeter edges. Provide required roofing permit.

Estimates are as follows: Bldg. 300 for \$81,310.00, Bldg. 400 for \$66,490.00, Bldg. 700 for \$67,265.00, Bldg. 1100 for \$37,230.00, Bldg. 1200 for \$61,615.00, Bldg. 1300 for \$60,660.00, Bldg. 1900 for \$60,060.00, Bldg. 3200 for \$64,275.00 and tennis court bathroom for \$8,650.00.

Jill Duckworth stated these are the remaining roofs and once completed all roofs will be under 15 years. The total for all the roofs is \$507,545.00. Jill stated that as of January the roofing reserve has \$506,081.47 and we pay into the roof reserve \$27,676.48 monthly for a total of \$332,117.00 in 2024.

Jill Duckworth motioned to approve all eight buildings. Michael Agranoff seconded. All in favor. Motion carried.

Property Manager brought back up the two CD's coming up for renewal in March. The one for operating Jill Duckworth approved to renew at Capital Bank for \$57,080.62 for 12 months at 4.30% interest and suggests the Board consider moving the other CD for reserves for \$47,976.83 to the money market account as they will be spending the money for the roofs out of the reserve account.

Jill Duckworth motioned to move the Synovus Bank CD that is expiring on March 18, 2024 for \$47,976.83 to the money market reserve account. Michael Agranoff seconded. All in favor. Motion carried.

Manager's Report:

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

Open Session:

Resident asked if mulch will be installed this year as her building has a larger flower bed area. Property Manager stated yes, mulch is budgeted this year and the Association will be mulching the front of the buildings.

Resident asked about parking in front of the 300 building and cars during the day without decals. Jill Duckworth stated we go around the property and do ticket cars in sections. If you see a vehicle in an area that has no parking decal to reach out to the office and report it. Resident also stated there is a moped parked in a spot sideways so that the owner always has a parking spot close to their unit. Micheal Agranoff stated if we ask them to move it, they can pull it in length way and now will take up another entire spot. Another resident asked if she could have multiple guest passes. Jill Duckworth stated guest passes are for overnight guests only.

Adjournment: Jill Duckworth adjourned the meeting at 7:26 pm.