

# WINDSOR PLACE AT BERKSHIRE LAKES CONDOMINIUM ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING

### Minutes

The meeting was held on 11 8 2017 at 7:00 p.m. Berkshire Lake Clubhouse, 495 Belleville Blvd., Naples, FL.

#### **Present were:**

- Tim Donnery Via Phone
- Joe Troescher
- Darlene Rozario.
- Sid Fisken
- Jim Yamartino

#### **Also present:**

- Philippe Gabart from Vesta Property Services.

#### **1. Certification of Quorum of Directors.**

Quorum was present, and notice was posted within statute requirements.

#### **2. Call Meeting to Order:**

Joe Troescher called the meeting to order at 7:02 p.m.

#### **3. Review and accept draft minutes of previous Board meeting:**

**A motion made by Joe Troescher to accept the October 11, 2017 minutes was seconded by Jim Yamartino, and approved unanimously.**

#### **4. Owner comments on agenda items:**

#### **5. President's Report:**

- a. General comments on hurricane clean up and repairs.

#### **6. Directors Reports:**

General comments on hurricane clean up and repairs, plus complete review of actions taken since June 2017.

## **7. Treasurer's Report:**

Darlene Rozario reported:

a. Financials update as of September 30, 2017.

### **Balance Sheet:**

- Accounts Receivable - one owner was sent an intent to lien, and one owner has a small outstanding balance.
- Prepaid Owner Assessments – there are 44 owners who have a prepaid balance.

### **Income Statement:**

- Legal Fees – this item is over the annual budget by about \$3,675.
- Pest Control – this item is high due to some rat proofing and trapping; it is over the annual budget by about \$1,484.
- Storm Damage – this item is expenses from Hurricane Irma, and is over the annual budget by about \$4,970.
- Building Maintenance – this item is over the year-to-date budget by \$5,004, and is over the annual budget by \$4.

### **Summary:**

Profit of about \$22,049.

b. Bank change recommendations:

With the recent changes in the banking industry Vesta Property Services has taken the opportunity to evaluate our banking relationships for their clients. Over the last 6 months the management company, has been engaged in a very extensive search for the best bank in the country for Associations' bank accounts. In this extensive search, Alliance Association Bank was discovered to have a national banking program that works exclusively with common interest communities, and is designed to meet the needs of your Association. Alliance Association Bank will allow Associations to move forward with lower or NO banking fees for our clients, and to embrace the cutting edge of technology.

Alliance Association Bank provides community Associations with banking options that fit the unique needs of the industry. Vesta is recommending that all our Association clients change the Association's operating account from your current bank to AAB, a division of Western Alliance Bank. Discussion ensued.

Darlene Rozario stated that the change would be beneficial for Windsor Place Condominium, and the general consensus for the Board was favorable.

**A motion made by Darlene Rozario to approve the bank change as proposed, was seconded by Joe Trosecher, and approved unanimously.**

## 8. Manager's Report:

### General review of additional information provided on the hurricane repairs:

- Soffits and fascia repairs currently are in progress.
- Pending final roofs reports.
- Ongoing assessment of expenses and cash flow.

#### a. 416 Windsor Place # 202 update:

Review of leak issue coming from unit 202 and affecting unit 202 since the end of August. The communication with the owner of unit 202 regarding the repair process has been extremely slow. The owner stated that the repair of the shower pan would be completed on November 7, 2017. Discussion ensued.

The Board agreed to wait until Monday, November 13, 2017 for a proof of repair completion, or the case will refer to the Association Attorney.

**A motion made by Joe Troescher to refer the case to the Association legal counsel if the owner of unit as 202 has not provided proof of repair by Monday, November 13, 2017, was seconded by Tim Donnery, and approved unanimously.**

#### b. Asphalt repair and review of quote from Black Magic Paving:

Several areas affected by tree roots and concrete driveways will be repaired for an estimated cost of \$3,700.00.

**A motion made by Darlene Rozario to approve the proposal from Black Magic as presented, was seconded by Tim Donnery, and approved unanimously.**

## 9. Committee Reports:

#### a. Landscaping:

Joe Troescher reported:

- Review of the landscaping cleanup and ongoing refuse pickup along Belville.
- Landscaper provided additional quotes for finalizing the hurricane repairs to landscaping and enhancement:
  - Sod replacement.
  - Planting new trees--including 22 palm trees.
  - Miscellaneous.

The quotes for the projects are estimated at \$12,000.00. Discussion ensued.

It was agreed to finalize any landscaping repairs caused by the storm, but to postpone any

further enhancements for now.

**A motion made by Joe Troescher to approve the quotes to repair only the damages created by the storm, was seconded by Jim Yamartino, and approved unanimously.**

It was agreed that some of the beautification quotes, such as flowers, could be paid from the landscaping line items in the operating account.

**A motion made by Joe Troescher to approve the flowers quote for \$500.00 as presented, was seconded by Darlene Rozario, and approved unanimously.**

b. Web and Communication:

Debra Troescher reported:

- Association documents and notice are posted on the website.
- Social events are posted on the website.
- Review of daily visitors on the website.

c. Sales and lease:

General review of leases and sales process handled by Committee.

- Sale: 416 Windsor Place #201.

Debra Troescher recommended the approval of the following sales applications:

**A motion made by Joe Troescher to approve the sales recommended by the Lease and Sales Committee, was seconded by Darlene Rozario, and approved unanimously.**

## **10. Old Business:**

a. Governing documents revision:

Several proposed amendments for the governing documents will be on the proxy for owners to vote:

- Comcast service cancellation.
- Satellite dishes installation guidelines.
- Guest parking restrictions.
- Owners responsibilities for maintenance items.

b. Comcast contract update:

Joe Troeschler provided the audience with a Power Point presentation summarizing the Comcast bulk contract, renewal process or alternative carrier. Discussion ensued.

- Existing contract will auto-renew on 1/1/2019.
- Renewal will last another 5 years.
- Cancellation will require a 90-day notice prior to the expiration date.
- Cancellation will require a members' vote at a duly called meeting.
- Other options are Prism from Century Link, Satellite connection or fiber optics.
- Owners would be able to select the carrier of their choice on their own.
- Satellite dish installations will be restricted to specific areas, and require approval from the Association.

Comcast contract is the second highest item on the Association budget, and not renewing would allow the Board to move the funds to the roof reserves account or other areas of the budget. Discussion ensued.

It was agreed that the cancellation of Comcast service would be on the proxy for the owners to vote on at the 2018 annual meeting.

c. 2018 proposed budget discussion/approval;

Darlene Rozario provided the audience with a full review of the 2018 proposed budget:

- Review of operating account line items.
- Review of the Reserves line items.
- The pressure washing line item in the reserves will be moved to the Operating Account in 2019 upon owners' approval.

The 2018 proposed budget is based on reducing the roof reserves to \$900,000.00 in order to keep the quarterly dues under \$1,000.00; which will require a vote from the owners at the 2018 annual meeting. If the members deny the request, the 2018 budget will be amended, and the roof reserves reverse back to their 2017 level.

The Board of Directors will conduct a full assessment of the roofs replacement cost in 2018, and undertake a reserve study for all items currently in the reserves.

**A motion made by Darlene Rozario to approve the 2018 proposed budget as presented with quarterly assessments of \$995.00, was seconded by Darlene Rozario, and approved as follows:**

- Tim Donnery Yes
- Joe Troescher Yes
- Darlene Rozario. Yes
- Sid Fisken No
- Jim Yamartino No

**11. New Business:**

None.

**12. Adjourn Meeting:**

- Joe Troescher made a motion to adjourn the meeting at 9:15 p.m.; which was seconded by Sid Fisken, and passed unanimously.

Respectfully submitted by

Philippe Gabart  
Property Manager, CAM.