

WINDSOR PLACE AT BERKSHIRE LAKES CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

Minutes

The meeting was held on 12 13 2017 at 7:00 p.m. Berkshire Lake Clubhouse, 495 Belleville Blvd., Naples, FL.

Present were:

- Tim Donnery
- 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:

Tim Donnery called the meeting to order at 7:01 p.m.

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

A motion made by Joe Troescher to accept the November 8, 2017 minutes was seconded by Jim Yamartino, and approved unanimously.

4. Owner comments on agenda items:

5. President's Report:

- General review of hurricane repairs completed and pending, such as screens and aluminum.

6. Directors Reports:

Joe Troescher reported:

- Review of the installation of Christmas decorations and acknowledgement of volunteers' participation and funds contributions.

- Re-emphasize the need for owners to provide a key for the unit for emergency purposes such as hurricane damage assessments.

Jim Yamartino reported:

- Encouraged owners to run for the Board of Directors.

Sid Fisker:

- General comments on Comcast, roofs repairs.

7. Treasurer's Report:

Darlene Rozario reported:

- a. Financials update as of November 31, 2017.
- b. Loss of \$23,000 reported.
- c. Hurricane Irma expenses listed at \$73,000.00 to date.
- d. Review of the special assessment procedures and notification.

Balance Sheet:

- Accounts Receivable - one owner is at the attorneys; three owners have small balances.
- Prepaid Owner Assessments – there is one owner who has a prepaid balance.

Income Statement:

- Legal Fees – this item is over the annual budget by about \$5,651.
- Lawn Maintenance-Fertil/Chem – this item is over the annual budget by \$2,169.
- Pest Control – this item is high due to some rat proof/trapping; it is over the annual budget by about \$2,992.
- Storm Damage – this item is expenses from Hurricane Irma, and is over the annual budget by about \$55,057.
- Building Maintenance – this item is over the annual budget by \$1,417.
- Irrigation Well – this item is over the annual budget by \$1,012.

Summary:

Current loss of about (\$23,592).

8. Manager's Report:

- a. 416 Windsor Place #201 – ARC request:

Request to install hard floor. Discussion ensued.

A motion made by Joe Troescher to approve the ARC request for flooring at 416 Windsor #201, was seconded by Darlene Rozario, and approved unanimously.

b. Regular Pest Control update:

A review of the existing service with Massey Pest Control was completed, and it was recommended to meet with the vendor to refine the existing agreement.

c. 2018 annual meeting update:

- Review of procedures and notification to owners.

9. Committee Reports:

a. Landscaping:

Joe Troescher reported:

- Cynthia Scholes has resigned from the Landscaping Committee.

i. Mulch proposal approval:

A motion made by Joe Troescher to approve the mulch proposal as presented, was seconded by Jim Yamartino, and approved unanimously.

ii. Trees storm damage removal approval:

Review of revised quote and scope for tree removal.

A motion made by Joe Troescher to approve the revised proposal from FL Evergreen for tree removal as presented, was seconded by Sid Fisken, and approved unanimously.

b. Web and Communication:

Debra Troescher reported:

- Agenda posted online reflects all meetings and activities.
- Review of traffic activities on website.

c. Sales and lease:

Debra Troescher reported:

General review of leases and sales process handled by Committee.

- Sale 661 Windsor Place #202.
- Lease 636 Windsor Place #101.
- Lease renewal 637 Windsor Place #102

Debra Troescher recommended the approval of the following sales applications:

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

10. Old Business:

a. Hurricane Irma - Repairs update

i. 624 Windsor Square 101 – Fire Service proposal approval:

Revised quote for mold remediation is now estimated at \$11,000.00.

A motion made by Joe Troescher to approve the revised quote from FireService, was seconded by Tim Donnery, and approved unanimously.

ii. 570 Windsor Square 101 – ServePro proposal approval:

A motion made by Joe Troescher to approve the quote from ServePro for the mold remediation, was seconded by Tim Donnery, and approved unanimously.

iii. 570 Windsor roof repairs approval:

A motion made by Joe Troescher to approve the roof repairs at building 570, was seconded by Tim Donnery, and approved unanimously.

iv. 416 Windsor roof repairs approval:

A motion made by Joe Troescher to approve the roof repairs at building 416, was seconded by Tim Donnery, and approved unanimously.

v. BWG screen and metal agreement approval:

Review of the proposal for screen repairs and metal submitted by BWG/Jevenal:

- No front enclosures or screen doors will be included--they are an owner responsibility.
- Aluminum repairs included.
- Estimated quote is \$75,000.00, but scope to be revised.
- Discussion on screen repairs.

A motion made by Joe Troescher to approve the screens and aluminum repair proposal from BWG, with the exclusion of the front enclosures, and not to exceed \$75,000.00, was seconded by Jim Yamartino, and approved unanimously.

b. Governing documents revision.

c. Comcast contract update.

d. Annual meeting update.

11. New Business:

None.

12. Adjourn Meeting:

- Tim Donnery made a motion to adjourn the meeting at 8:39 p.m.; which was seconded by Sid Fiskén, and passed unanimously.

Respectfully submitted by

Philippe Gabart
Property Manager, CAM.