

WINDSOR PLACE CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

Minutes

The meeting was held on March 12, 2019 at 7:00 p.m. Berkshire Lakes Clubhouse, 495 Belville Blvd., Naples, FL.

Present were:

- Tim Donnery
- Anneke Koop
- Terrie Simone

Also present:

- Philippe Gabart from Vesta Property Services.
- 14 Unit owners.

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

A motion made by Tim Donnery to accept the January 9, 2019 minutes was seconded by Terrie Simone, and unanimously approved.

2. President's Report:

Tim Donnery reported:

- Update on roofs replacement project and general comments.

3. Directors report:

- Terrie Simone provided a summary of the newest Director on the Board and welcomed Anneke Koop.

4. Treasurer's Report:

a. Financial report

- Financial statement review for the period ending February 28, 2019. The Association is operating with a small surplus of \$8,113.00.
- Review of payment process and inspection with Latite Contracting for the roof project. See complete Treasurer's Report attached to these minutes.
- It was stated that the Association legal counsel was also involved in the negotiation process.

b. 2018 Audit update:

- The Board of Directors has contracted C.P.A Cindy D'Artagnan to complete an audit of Windsor Place records for the year 2018.

5. Manager's Report:

- General comment on agenda items.

6. Committee Reports

a. Rules and Regulations:

- Committee members' appointment:
 - Gary Simone, Chairman
 - Mark Beshears, member
 - Dominic DeFilippo, member

Terri Simone made a motion to approve the Rules and Regulation Committee as presented; which was seconded by Tim Donnery, and passed unanimously.

- The Committee is currently preparing a draft of the rules and regulations.

7. Old business:

a. Landscaping:

Tim Donnery reported:

The current vendor Florida Evergreen, has not performed well, and after multiple attempts and efforts to improve the work it was decided to terminate the contract with Florida Evergreen.

Tim Donnery made a motion to terminate the current agreement with Florida Evergreen with a 30 day written notification; which was seconded by Terrie Simone, and passed unanimously.

b. New landscaping vendor selection and approval:

Terrie Simon reported:

- The Association reviewed all bids and selected Stahlman Landscaping. The vendor holds multiple licenses and will be able to provide complete services to the Association.
- The vendor agreed to decrease the usage of chemicals considered "harmful" and to focus on "environmentally friendly" herbicides.
- The price structure for the new complete service will be slightly lower than the current vendor.

Tim Donnery made a motion to approve the proposed landscaping agreement with Stahlman Landscaping; which was seconded by Terrie Simone, and passed unanimously.

c. Co-sharing maintenance with Berkshire Landing – proposals review:

- Review of the proposals to perform a complete trimming of the edges and hardwood trees along the east boundary between the two communities.
- It was agreed to select the proposal of “A Cut Above Landscaping” only if the entire project is completed in 3 days for \$9,000.00.

Terrie Simone made a motion to approve the proposed landscaping from “A Cut Above Landscaping” only if the entire project is completed in 3 days for \$9,000.00; which was seconded by Anneke Koop, and passed unanimously.

d. Board of Directors open seats:

Currently there are two openings to be filled for a one-year mandate, and the selected candidates will be appointed by the Board. Three requests from residents willing to serve on the Board of Directors have been received:

- ✓ Walter Sanford
- ✓ Dominic DeFilippo
- ✓ Raymond Sciog

Terrie Simone made a motion to appoint Walter Sanford and Raymond Sciog as Directors; which was seconded by Tim Donnery and passed unanimously.

A motion was entered by Walter Sandford to have the following officer’s line-up seconded by Terrie Simone; which was unanimously approved.

- | | |
|------------------|----------------|
| • Tim Donnery | President |
| • Anneke Koop | Vice President |
| • Terrie Simone | Treasurer |
| • Raymond Sciog | Secretary |
| • Walter Sanford | Director |

e. Concrete repairs proposals:

- General questions and answers with the audience on collateral damages created by the Roofing vendor.
- It was reported that multiple car stops and exposed rebar are damaged with potential liabilities,
- It was recommended that all damaged concrete walkways and driveways should be repaired once the roof project is completed.

8. New Business:

a. Dryer vents cleaning proposals:

- After review of all proposals it was recommended to select Clear Choice Lints to:
 - Access dryer in each unit.
 - Protect dryer & floor when moving dryers.
 - Clean lint from front and back vent pipe of dryers,
 - Using high powered vacuum & rotating brush system to clean vent pipe from the dryer all the way to the outside vent.
 - Cost of 116 units cleaned X \$50.00 = \$5,800.00.

Tim Donnery made a motion to approve the proposal from Clear choice Lint Removal; which was seconded by Walter Sanford, and passed unanimously.

9. Adjournment:

Tim Donnery made a motion to adjourn the meeting at 8:35 p.m.; which was seconded by Walter Sanford, and passed unanimously.

Respectfully submitted by

Philippe Gabart
Property Manager, CAM.