

**WINDSOR PLACE AT BERKSHIRE LAKES
CONDOMINIUM ASSOCIATION, INC.**

BOARD OF DIRECTORS MEETING

Minutes

The meeting was held on April 4, 2018 at 7:00 p.m. Berkshire Lake Clubhouse, 495 Belville Blvd., Naples, FL.

Present were:

- Tim Donnery
- Joe Troescher
- Bill Roden
- Sandy Ramsey
- Louie Olson

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 9:01 p.m.

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

A motion made by Tim Donnery to accept the February 19, 2018 minutes was seconded by Bill Roden, and approved unanimously.

4. President's Report:

Joe Troescher reported:

Review of the directors' candidacies submitted for appointment consideration:

- Sandy Ramsey
- Louie Olson

- Review of the roof recovery process affected by Hurricane Irma.
- The Board of Directors has hired the Hurricane Law Group represented by Paul Berger.
- Paul Berger is pursuing a multi-faceted approach to achieve the best settlement possible from the insurance carrier--replacement of all the roofs.
- Lattite Roofing recommended by Paul Berger will be making temporary roof repairs replacing BWG.
- Greg Havemeier of Gulfshore Insurance is now the new agent for the Association, replacing Brown and Brown, and getting ready for the May insurance renewal.
- Review of Dryer vents cleaning options.
- Only licensed and insured vendors are allowed to work at Windsor Place.
- Review of the Comcast renewal contract and conditions--discussion ensued.

Recommendation was made by Bill Roden to call for another members meeting to discuss other options than Comcast.

- BWG Contracting has almost completed the screen and aluminum repairs project.

One unit to be completed has storm shutters already installed on the lanai by the owners preventing the replacement of the screens. Discussion ensued and it was agreed that owners have to remove the shutters and no other customized repairs will be provided.

A motion made by Bill Roden to keep all lanai screen repairs and enclosures uniform was seconded by Joe Troescher and approved.

- Joe Troescher announced that due to personal reasons he will be resigning from the Board of Directors by June 13 or sooner. All efforts for a smooth transition will be provided.

5. Treasurer's Report:

Bill Roden reported:

- Financial statement for the period ending March 31, 2017.

Balance Sheet:

- Accounts Receivable – two owners are at the attorneys, three were sent a final notice, and eight owners have an outstanding balance.
- Prepaid Owner Assessments – there are 67 owners who have a prepaid balance.

Income Statement:

- Special Assessment Income – a Special Assessment was assessed in February and March for a total of \$168,432.
- Legal Fees – this item is over the annual budget by \$72.
- Tree Trimming – this item is over the annual budget by \$3,456.
- Ground Cover – this item is over the year-to-date budget by \$2,950.
- Storm Damage – this item is expenses from Hurricane Irma, and is over the annual budget by \$52,657.
- Irrigation Maintenance – this item is over the annual budget by \$1,167.

Summary:

- Current profit of \$116,851.

6. Manager's Report:

- 589 #101 requested a refund of \$900.00 for an exterior breaker repair made by an electrician on behalf of the owner. Discussion ensued.

A motion made by Louie Olson to accept the refund request for 589 Windsor Square #101 was seconded by Bill Roden, and approved unanimously.

7. Committee Reports:

a. Landscaping:

Joe Troescher reported:

- General review of landscaping and irrigation. Discussion ensued.

b. Roofs: Formalize Design Committee / Committee Updates:

- Sandy Ramsey, Chair
- Ed Anastasi
- Debbie Anastasi
- Cheryl Beshears
- Sidney Fiskien
- Jiim Hadad
- Flo Hendricks
- Roger Jacobsen
- Peg Kruger
- James "Louie" Olson
- Jim Yamartino

A motion made by Joe Troescher to approve the Roof Committee Chair and members as presented was seconded by Bill Roden, and approved unanimously.

- Sid a member of the "Roof Group" provided a short review of the group activities.

c. Directory:

A motion made by Joe Troescher to approve the Directory Committee and Walter Sander as chair was seconded by Tim Donnery, and approved unanimously.

d. Web and Communication:

Debra Troescher reported:

- Volunteers needed to replace the Association webmaster.

e. Sales and leases:

Debra Troescher reported:

Debra Troescher recommended the approval of the following sales applications:

- Sales 555 #202

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

8. Old Business:

- a. Landscaping: Ratify Greenside Up tree and limb removal.

A motion made by Joe Troescher to approve the proposal from Greenside Up was seconded by Tim Donnery, and approved unanimously

- b. Board membership appointment(s): discussion ensued

A motion made by Joe Troescher to appoint Sandy Ramsey and Louie Olson as Directors, was seconded by Tim Donnery, and approved unanimously.

- c. Litigating old business: Discussion / Board Vote:

- Review of a proposal to initiate litigation against the previous management company Anchor for inappropriately routing paid services to an illegitimate company. Discussion ensued.

It was stated that this litigation would also be used as an alternative way to finance the roof repairs. A legal opinion on the proposal is currently under review by the Association legal counsel.

It was recommended not to pursue the proposal unless the case can be represented pro-bono by an Attorney. and does not create any conflict with the Hurricane Group currently representing the Association.

d. Website registration:

Joe Troescher made a motion to approve the renewal of the domain and electronic service with Webby for 2 years at \$216.00, this was seconded by Tim Donnery, and passed unanimously.

e. Lattite Roofing:

- Ratification of approved proposal for emergency repairs estimated at \$2,090.00.

Joe Troescher made a motion to approve the emergency roof repairs on four additional buildings, this was seconded by Tim Donnery, and passed unanimously.

9. New Business:

a. Pool heater replacement:

Review of heat pump quotes provided by various vendors to replace the aging one at the pool. It was agreed to accept the proposal from certified Pool with an estimated cost of \$3,800.00.

Joe Troescher made a motion to approve the heat pump quote from Certified Pool, this was seconded by Tim Donnery, and passed unanimously.

10. Adjourn Meeting:

Joe Troescher made a motion to adjourn the meeting at 8:58 p.m.; which was seconded by Bill Roden, and passed unanimously.

Respectfully submitted by

Philippe Gabart
Property Manager, CAM.