

WINDSOR PLACE AT BERKSHIRE LAKES CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

Minutes

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

Present were:

- Tim Donnery
- Sid Fisken
- Jim Yamartino Via Phone

Also present:

- Philippe Gabart from Vesta Property Services.
- Joe Troescher
- Darlene Rozario.
- James Costello, Esq. Via Phone
- Danielle McGough, Brown and Brown.
- Mike Beleya, Mike's Irrigation.

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 7:00 p.m.

3. Review and Accept Draft Minutes of Previous Board Meeting(s):

A motion made by Tim Donnery to accept the June 12, 2017 minutes, was seconded by Jim Yamartino, and approved.

4. President's Report:

Tim Donnery reported:

- Bill McGreal formally submitted his resignation from his position as VP.
- It was recommended to have Joe Troescher appointed as Vice President, Darlene Rozario as Treasurer, and to keep Sid Fisken as Secretary.

A motion made by Tim Donnery to appoint Darlene Rozario as Treasurer, was seconded by Sid Fiskén, and approved unanimously.

A motion made by Tim Donnery to appoint Joe Troescher as Vice President, was seconded by Darlene Rozario, and approved unanimously.

5. Directors Reports:

None.

6. Treasurer's Report:

a. Delinquencies report and payment plan request:

- Two owners are currently with the Attorney for collection.
- One owner has made a request to the board for a payment plan review and approval. It was agreed that the proposed terms by the owner for the payment plan are not acceptable. Discussion ensued.

It was agreed that an alternative payment should be discussed, and if agreed on, provided to counsel for implementation.

A motion made by Darlene Rozario for the Board to consider an alternative payment option, was seconded by Sid Fiskén and approved unanimously.

b. Quarterly assessment – July 2017 update:

- General review of cash flow, income and expenses and Reserves.
- Reserves line item pressure wash description was corrected on the financials.

c. Compliance and Enforcement; Late Fees.

- Review of the resolution for collection procedures. Discussion ensued.

d. Reserves investment:

Jim Yamartino reported:

The Association has currently an excess of \$400,000 in the Reserves accounts, and it is recommended that an approved amount should be invested in CDs or money market with EverBank. Discussion ensued.

A motion made by Yamartino to invest Reserves funds with Everbank as follows: three (3) \$100,000 Cd's at 1,49%, and a remainder of \$133,000 in a money market at .51%, was seconded by Tim Donnery, and approved unanimously.

7. Manager's Report:

- a. Transition update
 - Review of roof repairs and payment procedures from operating account.
- b. 500 Windsor Place 102/202 – update;
 - Review of leak from 202 to 102, and update on repair and insurance claim.
- c. Grounds Maintenance;

Joe Troescher reported:

- d. Compliances update:

A summary of action was provided on violations including parking, such as pickup trucks and commercial vehicles. It was recommended to purchase parking violation tags to help with enforcement.

- e. Sheriff Property Agreement:

To help with safety and enforcement, a property agreement will be provided to the Sheriff's Department allowing deputies to patrol the Association common areas, as needed, to investigate any safety related issues.

8. Committee Reports:

- a. Landscaping:
 - i. Update on plantings, drainage & repairs:

Joe Troescher reported:

WLC Report - 7/12/2017 - Windsor Landscaping Committee

1. *Nine (9) contracts related to landscaping since June 1:*

- a. 3 completed: main FLE contract, GSU drainage fix at 696, FLE misc. irrigation fixes.*
- b. 3 approved and scheduled for FLE work soon: 405-101 porch drainage, Sod behind 404 post A/C repair, east hedge gaps filled by 16 coco plums.*
- c. 1 pending approval for FLE irrigation improvements: drip hoses for tiny front gardens, repair and/or replace several irrigation control boxes.*
- d. 1 quote obtained, but still discussing best designs to hide FPL transformer enclosures.*
- e. 1 quote obtained, an FLE per palm tree replacement quote, will assess & make recommendations.*

2. *Possible future contracts under discussion:*

- a. To be acquired: alternative well pump maintenance contract.*

3. Consulting on little lake fountain, and lake related quotes:

- a. 2 quotes acquired for repair of fountain.
- b. 2 quotes acquired for regular fountain maintenance.
- c. To be acquired: alternative lake maintenance quotes (nutrient management, etc.).

4. Other WLC Issues & Answers:

- a. Open issue of owner self-maintained gardens. WLC voted in favor, but so far no workable plan is emerging (or envisioned). This is difficult and may fail, given the disparate desires/opinions and complexities of defining owner control vs. Windsor control, per unit.
- b. FYI: lawn mowing is per FLE contract 3.5" no shorter. U of F guidelines detail 3.5-4", especially in wet months, as it encourages root growth & discourages pests.
- c. FYI: lawn focus is to remove pests, fertilize, allow full summer growth before fall blanket weed kill.
- d. FYI: hard cut of many bushes was/is needed and normal to avoid hazards, and to spur growth.
- e. Open/future issue: minor live oak trimming on east side (tabled?)
- f. Open/future issue: formal palm trimming - postponed at least 6 months as unnecessary. Some individual palms being trimmed weekly. Will revisit.

b. Web and Communication:

- Debra Troescher provided the Board with latest update on the website and communications.
- Calendar page was substituted by an events page to keep the site free of charges.

c. Committees' appointment:

The following Committees were appointed tonight by the Board of Directors:

Landscape Committee:

- Joe Troescher, Chair
- Marianne Lehr
- Cynthia Scholes
- Antonietta Witte
- Ray Sciog, Summer Member

A motion made by Joe Troescher to approve the Landscaping Committee as presented, was seconded by Tim Donnery, and approved unanimously.

Sales and Leasing Committee:

- Debra Troescher, Chair
- Darlene Rozario
- Janet Sciog

A motion made by Donnery to approve the Sales and Leases Committee as presented, was seconded by Sid Fiskén and approved unanimously.

9. Old Business:

a. Leases and Sales procedures:

i. Forms:

- The lease and sales application is available on the Association and Vesta website.

ii. Package:

- A copy of the final package will be submitted to the Board and Committee.

iii. Processing:

- Review process will be completed by the Committee, and ratified at each Board meeting.

b. Outside storage rental:

Request for additional storage space was requested offsite, or perhaps adding a portable shed onsite. Discussion ensued.

- Further discussion and research needed prior to any decision being made.

c. Insurance review 2017/18 – Guest – Danielle McGough – Brown and Brown:

i. General review.

Danielle McGough reported:

- 2017 premiums are much lower compared to 2016, not including flood.
- Committee appointed by the Board to perform tasks under approved mandate will be covered by the insurance volunteers' coverage.
- It was recommended for the Windsor Place Condominium to have Workers Compensation coverage. Discussion ensued.
- Review of the existing coverage of flood insurance, and exemption under LOMA.

It was agreed that having WC coverage for a low premium would be beneficial for Windsor Place.

A motion made by Joe Troescher to approve the Workers Compensation proposal as presented, was seconded by Darlene Rozario, and approved unanimously.

ii. Wind mitigations renewal:

- The existing wind mitigation forms on file with the Association will expire at the end of

2017. It was recommended to have new ones issued; which would benefit the owners and Association coverage. Discussion ensued.

d. Lake and fountain update:

- The lakes fountain installed in 2016 was damaged by fishing lines. After assessment by the vendor, it was determined that the nylon line has damaged multiple components inside the electric motors, which voided the warranty. The estimated cost to replace the electric motor and repair the power supply cable is \$1,700.00.

A second opinion was requested from Mike's irrigation, and to provide his final recommendations to the Board.

It was recommended to install a new electric motor, and to install screen protection around the intake opening. Suggestions were also made to install surge protectors for the equipment, and to request a separate maintenance contract from the lake maintenance agreement.

- It was agreed that prior to any final decision being made, a meeting with the lake and fountain vendors should be organized to better understand the history, repair and responsibility of the fountain maintenance.

e. Swimming pool contract update:

The present pool vendor is not performing as per contract, especially for preventive maintenance. Competitive quotes are presently collected. Project tabled.

f. Sealcoating update:

A review of the sealcoating project and quotes was completed. Discussion ensued.

It was agreed that the sealcoating, blacktop repairs, roots removal, and speed bump repairs project be tabled.

g. 582 Windsor Place #102/202 review:

- Ongoing compliance issues with owners may require additional actions such as fining or legal.

10. New Business:

a. Association Legal Counsel Assignment -- **Guest – James Costello, Esq.**

Introduction to new counsel and review of working procedures.

- James Costello provided an insight on the actual Association governing documents, and recommended guidelines and procedures for updating the documents.
- A review of the existing delinquencies that have been referred to counsel and an owner's request for a payment plan was also completed. Discussion ensued.

It was recommended that for any payment plan longer than 2 months, a claim of lien should be filed against the unit to protect the Association against any breach of the agreement or action by another creditor of the unit.

- Review of the resolution for collection procedures. Discussion ensued.
- Review of Committee appointments and powers vested by the Board to the Committee. Discussion ensued.

A motion made by Tim Donnery to approve James Costello as the association general counsel including the resolution for collection procedures, was seconded by Darlene Rozario, and approved unanimously.

11. Adjourn Meeting:

- Tim Donnery made a motion to adjourn the meeting at 10:00 p.m.; which was seconded by Jim Yamartino, and passed unanimously.

Respectfully submitted by

Philippe Gabart
Property Manager, CAM.