

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

BOARD OF DIRECTORS MEETING

Minutes

The meeting was held on July 18, 2018 at 6:00 p.m. Berkshire Lakes Clubhouse, 495 Belville Blvd., Naples, FL.

Present were:

- Tim Donnery Via Phone
- Dominic Defilippo
- Sandy Ramsey
- Louie Olson Via Phone
- Terrie Simone

Also present:

- Philippe Gabart
from Vesta Property Services.
- Michael VanLerberg Via Phone
from Latite Roofing

Absent were:

- Bill Roden

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 a.m.

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

A motion made by Tim Donnery to accept the June 27, 2018 minutes was seconded by Sandy Ramsey, and unanimously approved.

4. President's Report:

Tim Donnery reported:

5. Directors report:

None.

6. Treasurer's Report:

Terrie Simone Reported:

Financial statement for the period ending May 31, 2018.

Balance Sheet:

- Accounts Receivable – two owners are at the Attorneys (one payoff was received in May); the remaining owners have small outstanding balances.
- Prepaid Owner Assessments – there are seven 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.
- Insurance settlement funds in the amount of \$2M were received in May; the corresponding fee for services provided in the amount of \$200K was paid as well.
- Legal Fees Reimbursement – this is a recovery of legal fees expensed in prior years. The Association recovered a total of \$3,230.
- Legal Fees – this item is over the annual budget due to the large fee mentioned above.
- Tree Trimming – this item is over the annual budget by \$3,456.
- Ground Cover – this item is over the year-to-date budget by \$2,117.
- Storm Damage – this item is expenses from Hurricane Irma, and is over the annual budget by \$115,571.
- Fire Safety/Inspections – this item is over the annual budget by \$1,264.
- Irrigation Maintenance – this item is over the annual budget by \$4,125.

Summary:

- Current profit of \$1,857,260 (removing the insurance proceeds this figure is \$57,260).

a. Delinquencies:

- 625 Windsor Place #202 request to waive late fees.
- 696 Windsor Place #101 request to waive late fees.

It was agreed that a common resolution on the consideration should be prepared, reviewed and approved at the next meeting.

All requests will be tabled until a resolution is approved.

7. Manager's Report:

Recently Windsor Placed renewed the service agreement with Comcast. Starting 7/01/2018 all residents of Windsor Place at Berkshire Lakes Condominiums are eligible to receive:

- Digital Starter, HD
- 1 HD TV Box
- 2 HD TV Adapters

Comcast will be hosting a special event just for residents of Windsor Place at Berkshire Lakes Condominiums to schedule an installation to change or upgrade service on:



July 24, 2018
2:00 PM - 6:00 PM

8. Committee Reports

a. Sales and leases:

Sandy Ramsey reported:

- Sale 554 Windsor Square #101 is approved.

A motion made by Tim Donnery to approve the Leases and Sales recommended by Committee, was seconded by Sandy Ramsey, and unanimously approved:

9. Old business:

a. Roof project - Preliminary update – Michael Vanlerberg – Latite Roofing.

The Project is set to start mid-August 2018 and will last until February of 2019.

- The interior of the building must be inspected prior to start. The purpose of the inspection is to identify any obvious pre-existing damage from previous water intrusion or conditions that may create or become a hazard to the occupants or the structure, i.e. damaged ceilings, wood rot, unsafe conditions, etc. If the inspection is not completed in a timely manner as work commences, all damages will be assumed to be pre-existing, and will be the sole responsibility of the building owner.
- Each week 4 to 5 buildings will be inspected for pre-existing conditions.
- A schedule of inspection or repairs will be published shortly and residents ???.
- Owners will not be able to use their garages during the day while the building is under construction.
- Owners concerns will need to be centralized to one point of contact.

10. New Business:

- a. Acceptance of resignation of Director Roden and consideration of appointment of one replacement Director to fill unexpired term:
 - Appreciation for Bill Roden participation on the Board of Directors was expressed.
 - Terrie Simone was selected to replace Bill Roden as Treasurer.

Tim Donnery made a motion to appoint Terrie Simone as Treasurer; which was seconded by Sandy Ramsey and passed unanimously.

11. Adjourn Meeting:

Tim Donnery made a motion to adjourn the meeting at 7:35 p.m.; which was seconded by Terrie Simone and passed unanimously.

Respectfully submitted by

Philippe Gabart
Property Manager, CAM.