

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

BOARD OF DIRECTORS MEETING

Minutes

The meeting was held on August 21, 2018 at 7:00 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 Via Phone

Also present:

- Philippe Gabart from Vesta Property Services.
- Brian Scheider from Latite Roofing Via Phone

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 a.m.

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

A motion made by Tim Donnery to accept the July 18, 2018 minutes was seconded by Sandy Ramsey, and unanimously approved.

4. President's Report:

Tim Donnery reported:

- General feedback on roofing project.

5. Directors report:

None.

6. Treasurer's Report:

Terrie Simone Reported:

Update on latest hurricane repairs still in progress and spending.

Financial statement for the period ending July 31, 2018.

Balance Sheet:

- ❖ Accounts Receivable – one owner is at the attorneys; one owner was sent a final notice and eleven owners have an outstanding balance.
- ❖ Prepaid Owner Assessments – there are 6 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 was paid as well in the amount of \$200K.
- ❖ Legal Fees Reimbursement – this is a recovery of legal fees expensed in prior years. The Association recovered a total of \$3,230.
- ❖ Professional Fees – this is the down payment for the reserve study, and is over the annual budget by \$1,275.
- ❖ 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 \$3,656.
- ❖ Storm Damage – this item is expenses from hurricane Irma, and is over the annual budget by \$118,366.
- ❖ Fire Safety/Inspections – this item is over the annual budget by \$1,264.
- ❖ Irrigation Maintenance – this item is over the annual budget by \$4,937.

Summary:

- ❖ Current profit of \$1,852,440 (removing the insurance proceeds this figure is \$52,440).

a. Delinquencies:

- 625 Windsor #202 requests to waive late fees.
- 696 Windsor #101 requests to waive late fees.
- General discussion on late fees and interest, and review of current requests from owners.

- It was agreed that all present late fees should be waived once only, and going forward applying the newly passed resolution
- It was agreed that a common resolution on the consideration of waiving the late fees and interest should be approved as follows:

A Motion made by Terrie Simone to have the quarterly assessments paid by the 10th day of the grace period at 8:00 a.m. Eastern Time unless the day falls on a weekend or holiday. In such case, the Association will accept the payment on the following working day at 8:00 a.m. Eastern Time—this was seconded by Dominic Defilippo, and unanimously approved.

- General discussion on late fees and interest, and review of current requests from owners.
- It was agreed that all present late fees should be waived once only and going forward applying the newly passed resolution.

A Motion made by Sandy Ramsey to waive the current late fees one time only, was seconded by Tim Donnery, and unanimously approved.

7. Manager's Report:

- a. Conference phone purchase:

Recommendation was made to purchase a conference phone with exterior microphones for the purpose of conducting meetings for the Association.

General update on landscaping and walk-through scheduled for next Tuesday.

8. Committee Reports

- a. Sales and leases:

Sandy Ramsey reported:

- Sale: 404 Windsor Place #201

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

9. Old business:

- a. Roof replacement project update:

Brian Scheider reported:

- Pre-inspections are in progress and will increase in coming weeks.

- Discussion ensued about the working hours and how late can the crew be working on-site.
- It was agreed that to minimize the impact on the residents the pace of the work should continue as late as possible.
- A tent will be installed to protect the crew from the sun during break times, and portable bathrooms will be installed.

b. Rules and Regulations Committee:

- Creation for a Committee is in progress and should be finalized in the fall.

10. New Business:

- a. 2019 Annual meeting date and time.

11. Adjourn Meeting:

Tim Donnery made a motion to adjourn the meeting at 8:15 p.m.; which was seconded by Terrie Simone and passed unanimously.

Respectfully submitted by

Philippe Gabart
Property Manager, CAM.