

WINDSOR PLACE AT BERKSHIRE LAKES CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

Minutes

The meeting was held on August 9, 2017 at 7:00 p.m. Berkshire Lake Clubhouse, 495 Belleville Blvd., Naples, FL.

Present were:

- Tim Donnery Via Phone
- Joe Troescher
- Sid Fisken
- Jim Yamartino Via Phone

Also present:

- Philippe Gabart from Vesta Property Services.
- Mike Sweeney – Advance Aquatic

Absent were:

- Darlene Rozario.

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 7:01 p.m.

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

A motion made by Jim Yamartino to accept the July 12, 2017 minutes, was seconded by Joe Troescher, and approved.

4. President's Report:

None.

5. Directors Reports:

Joe Troescher acknowledged the hard work provided by the volunteers and Committees, and thanked them on behalf of the Board.

6. Treasurer's Report:

a. Financials update:

Balance Sheet:

- Accounts Receivable includes one owner who is with the Attorney (we received one Attorney payoff in early August). We will follow up with the remaining owners regarding their past-due balances. With a change in management extra delinquencies are expected.
- There is one owner who has a prepaid balance of \$5.

Income Statement:

- Legal Fees – This item is high this month, and is over the annual budget by about \$1,137.
- Pest Control – This item is high and over budget due to some rat proof/trapping. It is over the annual budget by about \$1,020.
- Pool Repairs – This item is higher than budget this month, but still within the annual budget.
- Building Maintenance – This item is high this month due to some drywall and roof repairs; there is only about \$580 remaining of the annual budget.
- Lake Maintenance – This item is high due to the replacement of the fountain motor; another \$1,059 will be paid upon completion of the job.

Summary:

The Association currently has a profit of about \$20,560.00.

b. 2018 proposed budget:

Review of the draft budget process and deadline prior to final approval in November of 2017.

c. Delinquencies:

Effective October 31, 2017, Vesta will no longer generate and mail Intent to Lien (ITL's) letters for delinquent accounts. If an owner account remains delinquent following a final notice, that account will be referred to the Attorney or collection service designated by the Association. To continue providing delinquent account management services, we will charge \$65 for any account that is sent to collections. This charge will be applied to the delinquent owner's account for reimbursement to the Association when collected. This is the customary procedure for all applicable collection fees including letters and Attorney fees. Board approval is required to continue the service. Discussion ensued. It was recommended to table the project until the September meeting.

d. Ratify prior delegation to Treasurer the power/authority to make routine collection decisions with advice of counsel.

A motion made by Joe Troescher to delegate to treasurer the power/authority to make routine collection decisions with advice of counsel, was seconded by Sid Fisker, and approved.

7. Manager's Report:

- Review of transition progress to date.

8. Committee Reports:

a. Landscaping:

Joe Troescher reported:

- Review of irrigation repairs and landscaping improvements, such as coco plums at specific areas.
- The Landscaping Committee is drafting a mid-term plan (2 to 3 years) for additional projects.

b. Web and Communication:

Debra Troescher reported:

- Any event or social activity should be provided to the committee for online posting.

c. Sales and lease:

Debra Troescher recommended the approval of the following sales applications:

- Sales 570 #101
- Sales 582 #201

A motion made by Joe Troescher to approve the sales of 570 #101 and 582 #201 recommended by the Lease and Sales Committee, was seconded by Sid Fiskens and approved unanimously.

9. Old Business:

a. Lake update. Guest Mike Sweeney – Advance Aquatic:

Mike Sweeney presented a review of the lake conditions and options available for improvements. Sample materials from the lake were presented, and educational information was provided to the Board and audience. It was noted that fountains have very little benefits for lakes and ponds, other than aesthetics.

Mike recommended the planting of littoral aquatics to improve the lake long-term health.

After careful review of the present contract with Lake and Wetland Management, Inc. it was agreed that the service provided for the lake and fountain maintenance was no longer feasible for Windsor Place, and the vendor and subcontractor should be terminated.

A motion made by Joe Troescher to terminate the lake and fountain maintenance agreement with Lake and Wetland Management, Inc., was seconded by Jim Yamartino and

approved unanimously.

It was agreed that Mike Sweeney from Advance Aquatic should be hired to take care of the lake maintenance. Discussion ensued on vendor's proposal.

A motion made by Joe Troescher to hire Advance Aquatic to maintain the lake on a monthly basis was seconded by Tim Donnery, and approved unanimously.

b. Fountain update:

Joe Troescher provided a summary of action and negotiation undertaken with the present vendor, Lake and Wetland Management, Inc related to the repairs of the fountain. Due to the unwillingness of the vendor to repair the fountain under warranty, the Association agreed to hire Mike's Irrigation and install a new unit with additional improvements, for the amount of \$2,117.00.

A motion made by Joe Troescher to hire Mike's Irrigation to install a new electric motor for the fountain, was seconded by Jim Yamartino, and approved unanimously.

It was also agreed to hire Mike's Irrigation to perform a quarterly maintenance of the fountain for an estimated cost of \$220.00 per visit.

A motion made by Joe Troescher to hire Mike's Irrigation to maintain the fountain on a quarterly basis, was seconded by Jim Yamartino, and approved unanimously.

Swimming pool contracts update:

It has come to the attention of the Board that the pool company, Nassau Pool, is no longer performing well, and the improvements requested over the last few months have not materialized; therefore the vendor will be terminated.

Upon reviewing the proposals for pool maintenance, it was agreed that Certified Pool was best suited to maintain the pool at Windsor Place.

A motion made by Joe Troescher to terminate Nassau Pool and hire Certified Pool, was seconded by Sid Fiskens and approved unanimously.

c. Sealcoating update:

Review of the sealcoating proposals and general discussion ensued. Most vendors have stated that the sealcoating was not needed at this time, and it was agreed to postpone the project, except for the structural repairs. It was also reported that the actual speed bumps design may have to be re-assessed.

d. Comcast agreement renewal:

The agreement with Comcast will expire in 2019, and the transition to new service will be handled by an appointed Committee in the new few months.

10. New Business:

a. 2018 Annual meeting:

The 2018 annual meeting will take place in February, and a date and time have to be selected very soon.

11. Adjourn Meeting:

- Joe Troescher made a motion to adjourn the meeting at 8:30 p.m.; which was seconded by Jim Yamartino, and passed unanimously.

Respectfully submitted by

Philippe Gabart
Property Manager, CAM.