

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

## **BOARD OF DIRECTORS MEETING**

### **Minutes**

The meeting was held on September 27, 2017 at 7:00 p.m. Berkshire Lake Clubhouse, 495 Belleville Blvd., Naples, FL.

#### **Present were:**

- Tim Donnery
- Joe Troescher
- Darlene Rozario.
- Sid Fisker

#### **Also present:**

- Philippe Gabart from Vesta Property Services.
- Tom Van Oyen, BWG Companies.
- Officer Martin, Sherriff's Office

#### **Absent were:**

- Jim Yamartino

#### **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:**

**A motion made by Tim Donnery to accept the August 9, 2017 minutes, was seconded by Joe Troescher, and approved unanimously.**

#### **4. Owner Comments on agenda items:**

- General comments from the audience on landscaping and hurricane cleaning.

#### **5. President's Report:**

Review of Insurance:

Tim Donnery provided additional information on the Association insurance coverage and deductibles for each building.

**6. Directors Reports:**

None.

**7. Treasurer's Report:**

a. Financials update:

Darlene Rozario reported

**Balance Sheet:**

- Accounts Receivable - we received one payoff from the Attorney in early August. One owner was sent an intent to lien. 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 \$350.

**Income Statement:**

- Legal Fees – this item is high this month, and is over the annual budget by about \$3,090.
- Pest Control – this item is high due to some rat proofing/trapping. It is over the annual budget by about \$1,020.
- Building Maintenance – this item is over the year-to-date budget by \$6,316, and there is only about \$350 remaining of the annual budget.

**Summary:**

Currently there is a profit of about \$24,596.

a. Intent to lien procedure:

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.

Historically, Vesta has charged \$75 to produce the ITL letter and to manage all accounts that are sent to collections. The management of these accounts includes collaboration with the collection Attorneys to update account ledgers with applicable late fees, interest and Attorney's fees and credit applicable payments. To continue providing delinquent account management services, Vesta 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.

The suggested effective date will allow time for a Board of Directors meeting to approve the Vesta fee, and establish the Associations' Attorney or collection service as the official provider of the ITL letters. If the Board would like an addendum to our current agreement, we will promptly provide a document for this purpose. Discussion ensued.

**A motion made by Tim Donnery to accept the management of delinquent accounts for a fee of \$65.00 per account, was seconded by Darlene Rozario, and approved unanimously.**

b. Delinquency request 696 – 202:

The owners are requesting the waiving of all late fees and interest stating that a requested change of address was never implemented by the previous management company; which lead to the late payment. Discussion ensued.

**A motion made by Joe Trosecher to waive all fees and interests, was seconded by Tim Donnery, and approved unanimously.**

## **8. Manager's Report:**

a. Roof repairs update:

A review of the latest financial shows that the Association has spent \$5,400.00 on roof repairs since June 2017. It was recommended to review the records as far as possible for a better analysis and assessment.

b. Annual meeting 2018:

The 2018 annual meeting will be held on Monday, February 19, 2018 at 7 p.m. at the Berkshire Master clubhouse.

c. Hurricane Irma Recovery update – Guests BGW Enterprises:

To improve the speed of recovery and access to resources the Association is relying on the service of the contracting firm BGW. Representative and project manager Thomas Van Oyen presented his plan of action:

- **Roof damage:**

The Roofing Company (CFS) will be out at the beginning of the week to review damage, secure loose roof tiles and material. They will also inspect the damaged areas, and do emergency repairs as needed to prevent water and moisture intrusion. After the approval of needed roof repairs The Windsor Place will get scheduled for roofing work.

- **Soffit and Fascia:**

Damage is going to be evaluated and repaired accordingly. We are moving to get this completed, and will update the Property Manager of our progress and schedule.

- **Lanai and Screen:**

We are having a screen company coming out to assess the screens to be repaired, and also the screen doors that need replacing. After reviewing the lanais, we have noted damage to the ceilings, and are in the process of repairing damaged areas.

- **Horticulture:**

There are many piles of trees. Brush, leaves and all sorts of landscaping in piles are at the base of many peoples' driveways. Please note that Collier County will be coming around to collect the waste in the weeks ahead.

- **Repair Schedule:**

We are at the beginning of correcting the damage from Hurricane Irma. Please understand we are actively assessing damage for the next weeks or so, and will have a more definitive schedule as we move forward.

It was also stated that all owners' requests will be assessed according to priority by BGW.

## **9. Committee Reports:**

### a. Finance:

#### i. Committee appointment:

- Darlene Rozario, Chair
- Sid Fisker
- Sandy Ramsey

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

### a. Landscaping:

Joe Troescher reported:

- The Association landscaping company has done great work in cleaning the landscaping debris following Hurricane Irma.
- Many damaged palms have been removed or saved when possible.
- The irrigation system is under evaluation for damage.

A discussion ensued on the removal of the large amount of debris along the Association common areas including stumps and large tree sections. A proposal from Honc Industry, a specialized vendor for the cleaning and removal of all sorts of debris was reviewed, and the estimated cost for the work is estimated at \$3,550.00.

**A motion made by Joe Troescher to approve the proposal from Honc, was seconded by Sid Fisken, and approved unanimously.**

b. Parking Enforcement

i. Committee appointment:

Ray Sciog agree to participate in the Committee.

**A motion made by Tim Donnery to approve the Parking Enforcement Committee as presented, was seconded by Sid Fisken, and approved unanimously.**

c. Common areas security:

There have been recent spikes of acts of vandalism and trespassing by local teenagers. The Association invited officer Martin--the local assigned deputy from C.C Sheriff's office for the district:

**Officer Martin's presentation provided the following suggestions:**

1. If you notice people in the pool area or around Windsor Place who do not belong here, please contact the Sheriff's Office at the non-emergency number: (239) 252-9300. This will take you directly to a dispatcher who will inform patrols who will respond. If you do not have the non-emergency number handy, you can call 911, but the Sheriff's Office would appreciate these kinds of calls not going over the emergency system.
2. If you see anyone committing an act of vandalism and you can SAFELY take a picture of them, please do so. It is important to note that you should NOT confront vandals, chase them or try to engage them in any way.
3. The Sheriff's Office will do a property survey of Windsor Place to let us know what we can do to safeguard our area, but in the meantime, suggests that we plant prickly bushes along the hedges to discourage people cutting through to do mischief. They also suggest installing video cameras at the pool area to discourage trespassers and vandals.

c. Rules Committee:

i. Initial Plans for Timeline & Committee appointment.

Discussion ensued on the creation of the committee to start the project. It was noted that submitting the revised documents for the members' approval in February 2018 would be too soon, but the committee should be created as soon as possible to start the heavy work.

b. Web and Communication:

Debra Troescher reported:

i. Password protection for sensitive documents:

The Association website was designed and structured to be effective and affordable. Adding an extra layer for password protection would increase the cost. It was recommended that requests for secure documents can be requested directly from the management company, or request access to the Vesta Property Services website to access the Association published files.

c. Sales and lease:

Debra Troescher recommended the approval of the following sales applications:

- Sales 661-201.
- Sales 661-202.
- Sales 570-201.

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

**10. Old Business:**

a. Wind mitigation forms renewal:

The wind mitigations used to acquire a better insurance rate for the Association and owners have to be updated every 5 years. It was recommended to include the cost of the project estimated at \$1,700 in the 2018 proposed budget.

b. Cleaning contract. Guest – Bekir Ayrar – White Gloves.

A review of the existing cleaning contact and services with White Gloves and owner Bekir Ayrar to improve the existing service prompted the following changes:

- Pool deck to be pressure washed once a month
- Common areas to be pressure washed twice a year – October and June.
- No lights inspections.

Contract to be rewritten and approved.

c. Blacktop and concrete repairs proposal:

Most vendors consulted have recommended not performing a seal coating application at this time as the existing surface is in good shape. It was recommended to complete the repairs of blacktop affected by roots and damaged concrete driveways. Discussion ensued.

The proposal submitted by Black Magic Paving was considered, and a final meeting with the vendor is needed to finalize the work

d. Comcast update:

The existing contract will expire mid-2018, and will require a 90-day written confirmation to cancel submitted to Comcast. Another option would be to submit a request to members at the next annual meeting to remove any obligation for the Association to provide bulk TV services, and to let each select their own provider.

#### **11. New Business:**

a. Removal of records 582-202:

The owner of unit 582 – 202 requested the removal of a violation letter in the Association records, claiming the violation was incorrect, and no records should be kept. Discussion ensued.

**A motion made by Darlene Rozario to deny the request from owner of 582 #202, was seconded by Sid Fiskén and approved unanimously.**

b. Discussion about owner comments/future meeting guidelines.

It was agreed that having owners' comments on agenda items at the beginning would be beneficial.

#### **12. Adjourn Meeting:**

- Tim Donnery made a motion to adjourn the meeting at 8:30 p.m.; which was seconded by Sid Fiskén, and passed unanimously.

Respectfully submitted by

Philippe Gabart  
Property Manager, CAM.