

**Windchase Bay Condo Association**  
**BOARD OF DIRECTORS Minutes**

Tuesday, July 13, 2021 @ 5:30 PM

1. **Call to Order by President Don Ravinski, at 5:35**
2. **Establish quorum of the board,** all board members are present, except Hunter.
3. **Approval of minutes:** May 2021, Don motion to approve, Rick 2<sup>nd</sup>, all in favor.
4. **Financials-** June 2021, Cheryl Kelley reviewed the June financials, income statement balance, Receivables & Reserve Account breakdown.
5. **Hurricane Sally, September 16, 2020,** Special Assessment. Owners billed the SA in June, payments are coming in well. M & H Proof of Loss has been notarized and submitted to Insurance adjuster and is in process.
6. **Old Business**
  - A. JD Construction, estimate Don received.

Repair material costs has gone up, Siding work.  
2 story breezeway, 2 patios, 2 storerooms to change, E building.  
Rotten wood joist on balcony P-7, (cost for P-7 not specified until the area is examined).  
Siding estimate is \$3400.00.  
Don motion to accept quote for these repairs.  
Rick 2<sup>nd</sup>, all in favor.

Patio Fences, EPM Maintenance has been doing those repairs.  
What are costs when EPM does the patio fence? Cheryl will ask Jerry for the approx... costs for the average patio fence repairs, obviously based on materials.
  - B. **Landscaping,**

Don stated, South sprinkler system new controller. still waiting on the install, pump is installed.  
East Bay (EB) landscaping has been hired as the WCB new landscaper.  
EB began on Friday,  
Grounds Guys gave notice to terminate contract in June, board interviewed 4 companies and selected East Bay landscaping.  
Rick motion to approve East Bay, Keith 2<sup>nd</sup>, all in favor.
  - C. Fire Extinguishers inspections has been done by Hiller, Fire Stop is replacing the fire extinguisher boxes, Tara will check on status of box replacement.
7. **New Business:**

A. Building Water Meter guide, suggested to make a sign for each bldg.. labeling water meters, diagram showing building and meter location, in order to provide an immediate, shut off for easy access on this information.

Discussion of how to lay out directions on the sign to make it clear.

B. Additional Hurricane damage discovered.

#T-12, new leak in ceiling, area has been reviewed,

Need to open a new insurance claim, ceiling in bedroom has broken away from the joist, water was present, but area has dried out.

Layton effect from Hurricane Sally

S-6 sliding glass door and B-1 window,

#C-2, water coming in from unit above, toilet ring from above was leaking.

Owner will send ARC request for floor replacement and EPM will make the sheetrock repair. C-6 owner is making the x-ring toilet repair.

C. Violation report reviewed recent letters sent, none to report at this time.

D. ARC Request, none currently.

E. Remediation, Roofs, and debris removal companies for future storms:

Don and Keith have interviewed the companies as per services below:  
Apex Land Mgmt., Debris removal proposal attached.

Guy Brothers, tarp roofs as needed in case of storm damage 100 per sq up to \$500.00 minimum per building.

Don motion to approve companies as outlined above, Rick seconded, all in favor.

2 Remediation companies interviewed, with Keith, Don, and Cheryl last week, on July 7<sup>th</sup>,

Don outlined the interview and company proposals.

1-Pro Clean, discussed the price list and presentation by Pro-Clean.

2-Serv Pro, Emergency profile is part of plan in advance of storm, Property is reviewed in advance, with authorization of board before starting the job, after start, daily reports are given to association.

Project manager would be assigned to WCB.

Don motion to accept Serv Pro as the WCB Mediation company for future Hurricane, Storms and emergencies, Rose 2<sup>nd</sup> the motion, all in favor.

\*M & H Construction has been officially released as Remediation Company or any Services & work at WCB. Certified Letter sent on July 9, 2021.

8. **ADJOURNMENT @ 6:35 p.m.**