

# Windchase CONDOMINIUM ASSOCIATION

Board of Directors Meeting – January 11, 2017

## Minutes

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### **CALLED TO ORDER:**

President John Amentler called the meeting to order at 5:30 p.m.

### **BOARD MEMBERS ATTENDING:**

John Amentler  
Becky Ringwald  
Charles Crumpton  
Keith Harrod  
Rick Johnson

### **ALSO ATTENDING:**

Cheryl Kelley – Association Manager  
Sandy Hulehan, J-12

### **APPROVAL OF MINUTES:**

Rick made a motion to approve the minutes for the October and November Board of Directors meeting. Becky seconded. All were in favor.

### **FINANCIALS:**

Cheryl presented the December financials, Cheryl stated 2016 financials were in good fiscal shape. E-4 Receivables were discussed, payments from owner have not continued, account is with attorney for collection. Board asked Cheryl to proceed with filing of lien and further collection proceedings. Rick made motion to approve the financials, Becky seconded, all in favor unanimously.

### **Old Business:**

#### **Landscaping:**

Rick stated he has a proposal from Walders Landscaping to replace the entry plants. Other landscape company request for entry plants have been high cost. Rick will speak with Walders to negotiate price for plants and installation. Plan for planting later in February, due to possibility of freeze, January/February. Spring time, there are many areas where new plants are needed.

#### **Rules & Regulations:**

Rick has submitted violations to EPM office and letters are sent to owners and residents, copies of all letters are sent to Rick and John. Cheryl stated there are currently 2 units her office is in communication with regarding noise complaints, residents disagreeing. Cheryl is speaking with owners to resolve the issues.

### **New Business:**

#### **J Building, M & H Repairs:**

Water damage from pin hole water line leak, caused termites to attract to interior walls, causing interior wall damage in wall behind kitchen in J, though Florida Pest treated area, contract does not cover Ferosa Termites, Contract covers for SubTerrean.

John stated repairs are underway in unit's J 10 & 12, John has organized the M& H work, as well as coordinated with residents. Insurance claim has been made, although the deductible for the claim is \$5000. Ins Rep has been in touch with John and EPM office.

#### **Cox Cable, Exclusive Marketing offer:**

Cox Cable has made a Marketing offer to Association. Offer is to give Association a return of \$ % of cable service residents use, for cable, internet, etc.

In turn Association, would market Cox Services to residents. Cox is the main carrier for cable in Pensacola, most residents use anyway. Board wants more info on this, Mr. Tuck will be asked to attend the next meeting.

**Pool Water Cooler:**

Maintenance reported Water cooler out, prices to replace, ranging from \$360-500, new compressor needed, therefore all new water cooler. Board decided not to replace.

**Other Business:**

Hiller Systems serviced all the fire extinguishers on site, located in all common breezeways; This is an insurance requirement and fire state regulated. John questioned the invoice price as it is 2100.00, some the extinguishers needed a 6-year service, some new parts, 4 replaced, etc., invoice detailed all the service. John stated he would've like to get estimate from other companies. (after meeting, other companies in town are limited, and costs are the same for this service/maintenance) Last year costs were lower, but not as many extinguishers needed improvements/ charging / replaced as this years' service did.

**ADJOURNMENT:**

The meeting adjourned at 6:40 p.m.

# Windchase CONDOMINIUM ASSOCIATION

Board of Directors Meeting – February 21, 2017

## Minutes

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### **CALLED TO ORDER:**

President John Amentler called the meeting to order at 5:35 p.m.

### **BOARD MEMBERS ATTENDING:**

John Amentler  
Becky Ringwald  
Charles Crumpton  
Keith Harrod  
Rick Johnson

### **ALSO ATTENDING:**

Cheryl Kelley – Association Manager  
Jim Tuck, Cox Representative

### **APPROVAL OF MINUTES:**

Rick made a motion to approve the minutes for the January Board of Directors meeting. Becky seconded. All were in favor. Cheryl to modify J Building wording regarding the water damage inside the walls running down into long term undetected leak. Minutes modified.

### **Cox Cable Marketing Plan, Jim Tuck:**

Jim spoke to board to explain the exclusive marketing plan opportunity for WCB. Partnership with Cox and WCB, % of \$ coming back to Association. 10 exclusive marketing agreement presented based on customer's base. Payout % explained, pay out quarterly, net every 45 days. Cox would have exclusive use of the wiring. John asked what type cable AT&T would use, old cable in place currently, discussion of types of lines currently being used.

WCB would need to promote Cox to new owner or renter, such as in newsletter. This is 10-year agreement between Board discussed proposal. Contractors must comply with Condo guidelines for installation.

ACC spoke to John on site, about rewiring the buildings. Board would like to request copy of contract, for review before voting on this, Cheryl to email to board for review.

### **FINANCIALS:**

Cheryl presented the January financials, Cheryl stated January financials were in good fiscal shape.

E-4 Receivables has been paid in full.

There are a few accounts over 30-60 days delinquent, NOL have been mailed to those accounts. Rick made motion to approve the financials, Becky seconded, all in favor unanimously.

### **Old Business:**

#### **Landscaping:**

Proposal from Walders Landscaping to replace the entry plants, has been approved for \$600.00.

Rick will speak with Walders before plants purchased and installation. Plan for planting later in February, due to possible freeze, February. Cheryl and Rick will contact Walders to walk property regarding Spring time, there are many areas where new plants are needed.

#### **Insurance Claim: J Building:**

The claim for the water damage in J-10 & 12 walls and expensive repairs, has been denied by Insurance company. Reason stated, damages from long term event, "pin hole water line from within the wall upstairs". Board disappointed, Agent did not help follow up on the claim, there was discussion of finding new insurance agent for next years renewal.

### **New Business:**

#### **Fencing repairs/replacement:**

Fencing along Hyde Park and Scenic Hwy/entry was discussed, the fence is old and has had many repairs.

Board agreed to get estimates for a new fence, look at other new fences in the area, such as along Summit Blvd for ideas for replacement.

**Tree Proposal:**

Tree Works, Don Hurd, tree arborists, has looked over the property and recommended trees that need limbs trimmed. Cheryl has a diagram laying out the various trees and areas. Board to review and to be discussed at next meeting.

**J Sidewalk Repair**, Roots have significantly raised the sidewalk at J 12, presenting a trip hazard. New section to be repaired by Larry Bellamy cement contractor. John made motion to accept the repair bid, Becky seconded, all in favor.

**Spring Newsletter:**

Kimberlie in EPM office is working on the design for Spring newsletter, Rick and Cheryl will work on items for the newsletter. To be distributed in late March/early April

**ADJOURNMENT:**

The meeting adjourned at 7:05p.m.

Next meeting is March 14<sup>th</sup>.

# Windchase CONDOMINIUM ASSOCIATION

Board of Directors Meeting – April 4, 2017

## Minutes

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### **CALLED TO ORDER:**

President John Amentler called the meeting to order at 5:35 p.m.

### **BOARD MEMBERS ATTENDING:**

John Amentler  
Becky Ringwald  
Greg Farrar  
Erika Staments  
Keith Harrod  
Rick Johnson

### **ALSO ATTENDING:**

Cheryl Kelley – Association Manager  
Cynthia Farrar  
Alexander Farrar

**Call to order** at 5:37

### **APPROVAL OF MINUTES:**

Greg made a motion to approve the minutes for the February Board of Directors meeting. Rick seconded. All were in favor.

### **FINANCIALS:**

Cheryl presented the February financials, Cheryl stated February financials were in good fiscal shape.

Owner with 3 units past due, (paid accounts in March) Charles stated send a letter. Accounts must be brought current and stay current, or 2018 dues will be made due in full.

Rick made motion to approve the financials, Becky seconded, all in favor unanimously.

### **Old Business:**

#### **Landscaping:**

Entry landscaping has been completed and looks good. A & J proposal to have by 4/5 from Walders.

#### **Cox Cable Marketing Plan:**

Discussion of Cox marketing plan and easement, pro and cons, questions on wiring rights of Cox.

Contracts were looked into specifics of wiring were discussed.

Motion made to Vote, Association will not accept the Cox agreement, unanimous by Board, Marketing agreement will not be accepted.

#### **Spring Newsletter:**

Newsletter ready to disburse to residents, Rick Johnson will distribute, Thank you Rick!

### **New Business:**

#### **Fencing repairs/replacement:**

Fencing along Hyde Park and Scenic Hwy/entry was discussed, the fence is old and has had many repairs.

Board agreed to get estimates for a new fence, look at other new fences in the area, such as along Summit Blvd for ideas for replacement.

#### **Safety & Security:**

Due to recent vehicle thefts, unlocked vehicles, items stolen. New Signs have been placed on site to notify trespassers of surveillance use of video on site. Board will look into additional cameras at entry and exit.

Pet Sign: Resident at A building request to place “clean up after pet” sign at end of A parking, was approved by board, Rick motion for approval, Charles 2<sup>nd</sup>, approved unanimously

**Termite Inspection:** Termite Inspection will be on Thursday, April 6<sup>th</sup>.

All units will be inspected, that FP is able to enter, notices are posted on all doors and on site.

**New Signs** at Dumpster area are in place.

**ADJOURNMENT:**

The meeting adjourned at 6:55 p.m.

Next meeting is May 9<sup>th</sup>.

# Windchase CONDOMINIUM ASSOCIATION

Board of Directors Meeting – May 9, 2017

## Minutes

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### **CALLED TO ORDER:**

President John Amentler called the meeting to order at 5:35 p.m.

### **BOARD MEMBERS ATTENDING:**

John Amentler  
Becky Ringwald  
Betty Wilson  
Erika Staments  
Rick Johnson

### **ALSO ATTENDING:**

Cheryl Kelley – Association Manager  
Ravinski, Donald  
Terri Ballard

### **APPROVAL OF MINUTES:**

Rick made a motion to approve the minutes for the April Board of Directors meeting. Erika seconded. All were in favor.

### **FINANCIALS:**

Cheryl presented the April financials, Cheryl stated April financials were in good fiscal shape. Rick made motion to approve the financials, Betty seconded, all in favor unanimously.

### **Old Business:**

#### **Landscaping:**

Entry landscaping, front entry completed, A & J landscaping has been updated, Jerry w/ EPM has been called to check sprinklers. Becky will trim curb at K building

#### **Fencing Estimates:**

Discussion of fence estimates from All South Fencing with wood and composite pickets. Hurricane Fence quote was presented last month, Board one Board style or solid picket style. Landscaping contouring of grass mounds, labor discussed, Hyde Park landscaping changes. \$500.00 per day to rent tractor to level the landscaping hills, and fill in with dirt as needed. Sprinkler system and meters for buildings to be considered in the project. Need to find out if All South, wood picket estimate, is board on board, not indicated Charles will find out more detailed information, take out Scenic Hwy, front fence quote, To be discussed at next meeting. Fence needs to be sprayed with water sealant after replaced.

#### **Safety & Security on Site:**

New signs with notice of “surveillance cameras” recently place at both entries and on site, seem to be helping to deter vehicle break-ins. Residents are urged to lock doors and report any suspicious activity. Board will look into additional cameras at entry and exit.

### **New Business:**

#### **R. Building Resident request to install outdoor staircase Chair Lift:**

EPM to contact Fire Marshall for evaluation due to request from resident with health issue. R Building resident lives in upstairs unit and is no longer able to use the stairs, resident is wheelchair bound. Her family is requesting to install chair lift at their expense. EPM has looked into rights of residents and requirements of the Association. The next step is for the Fire Marshall to make determination.

**Insurance Appraisal** will be due for renewal this summer.

**Property Insurance** quotes from 3 agencies are being obtained for the September 2017 renewal.

**Balconies wood railing; and spindles**, Rick suggested and there was discussion for future planning for project to make major wood balcony repairs

**ADJOURNMENT:**

The meeting adjourned at 6:35 p.m.

Becky Ringwald submitted her resignation from the board effective immediately, after the meeting.

Cheryl will send Becky a “Thank You” from the Windchase Bay Association, in appreciation of her many years of service.

Next meeting is Tuesday, June 13<sup>th</sup>.

# Windchase CONDOMINIUM ASSOCIATION

Board of Directors Meeting –June 13, 2017

## Minutes

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### **CALLED TO ORDER:**

President John Amentler called the meeting to order at 5:32 p.m.

### **BOARD MEMBERS ATTENDING:**

John Amentler  
Keith Harrod  
Betty Wilson  
Rick Johnson

### **ALSO ATTENDING:**

Cheryl Kelley – Association Manager  
Ravinski, Donald  
Leigh Jessen

### **APPROVAL OF MINUTES:**

Betty made a motion to approve the minutes for the May Board of Directors meeting. Rick seconded. All were in favor.

### **FINANCIALS:**

Cheryl presented the May financials, Cheryl stated May financials were in good fiscal shape. Rick made motion to approve the financials, Betty seconded, all in favor unanimously.

### **Old Business:**

#### **Fencing Estimates:**

Discussion of updated fence estimate from All South Fencing and A-1 Hurricane Fence bid.

John presented comparisons on both bids, details of both bids discussed.

Hurricane Fence quote was presented last month, Board one Board styles discussed.

Landscaping contouring of grass mounds, labor discussed, Hyde Park landscaping.

Additional Gates discussed, currently 2, 3 gates discussed.

All agreed 3 gates will be better, 36" wide.

Keith, ask how long in business for companies bidding, both are established companies.

Warranty 1 year. Treated Wood. John will ask for specifics on treated wood level in the bid.

Board on Board look, (shadow box look) Fill in uneven ground area along fence line discussed.

John motion to go with the All South Bid of \$16,490.50, Rick seconded, all in favor unanimously.

John will go over specifics as noted at the meeting with All South.

Requesting 1/2 payment up front.

#### **Exterior Handicap Chair Lift request R-5, update**

City of Pensacola Fire Marshall will be on site June 14<sup>th</sup> to conduct inspection for approval or non-approval.

R. Building Resident has requested to install outdoor staircase Chair Lift, due to request from resident with health issue.

R Building resident lives in upstairs unit and is no longer able to use the stairs, resident is wheelchair bound.

Her family is requesting to install chair lift at their expense. EPM has looked into rights of residents and requirements of the Association. The next step is for the Fire Marshall to make determination.

Betty stated if Fire Chief approves, residents of R will be notified, final decision to be made by Board as per WCB documents

#### **Landscaping:**

Shrub trimming this week, Walders has a new crew leader, Richard.

Gene head of shrub crew.

**New Business:**

**Balconies wood railing; and spindles**, Rick suggested and there was discussion for future planning for project to make major wood balcony repairs, tabled for discussion next month.

**Property Insurance, renewal 9/3/17, estimates have been requested.**

**Roles of Residents, Owners & Residents, Property Management:**

John discussed Insurance company bidding and Cheryl noted deductibles will be evaluated and all agencies look into for best rated, admitted carrier and coverage.

**Summer Newsletter** being distributed this week, Thank You Rick!!

**2017 Hurricane Preparedness** Sheet and Resident Information request sheet enclosed with Newsletter.

**Other Business:**

Q-7 Termites found in header over sliding glass door, Florida Pest has treated, repairs are in planning stages, type of termite has not been reported to EPM, inquiry is ongoing.

**ADJOURNMENT:**

The meeting adjourned at 6:25 p.m.

Next meeting is Tuesday, August 15<sup>th</sup>.

# Windchase CONDOMINIUM ASSOCIATION

Board of Directors Meeting –August 15, 2017

## Minutes

### **CALLED TO ORDER:**

President John Amentler called the meeting to order at 5:35 p.m.

### **BOARD MEMBERS ATTENDING:**

John Amentler  
Keith Harrod  
Erika Stamats  
Rick Johnson

### **ALSO ATTENDING:**

Cheryl Kelley – Association Manager  
Ravinski, Donald  
Whittington, Hunter

### **APPROVAL OF MINUTES:**

Rick made a motion to approve the minutes for the June Board of Directors meeting. John seconded. All were in favor.

### **FINANCIALS:**

Cheryl presented the July financials, Cheryl stated July financials were in good fiscal shape. Rick made motion to approve the financials, John seconded, all in favor unanimously.

### **Old Business:**

#### **Exterior Handicap Chair Lift request R-5, update**

City of Pensacola Fire Marshall will be on site June 14<sup>th</sup> to conduct inspection for approval or non-approval. R. Building Resident has requested to install outdoor staircase Chair Lift, due to request from resident with health issue.

R Building resident lives in upstairs unit and is no longer able to use the stairs, resident is wheelchair bound. Her family is requesting to install chair lift at their expense. EPM has looked into rights of residents and requirements of the Association. The next step is for the Fire Marshall to make determination.

Betty stated if Fire Chief approves, residents of R will be notified, final decision to be made by Board as per WCB documents

#### **Landscaping:**

Shrub trimming this week, Walders has a new crew leader, Richard.  
Gene head of shrub crew.

#### **Maintenance:** Gutters, Balconies, Railings spindles, attic.

Idea to go building by building to evaluate Keith mandatory to enter all balconies and inspect for wood rot, painting, etc. possible to work on 2 buildings a month, to get through hole property over the next year.

Patio doors, windows/sliding glass doors are owner's responsibility, trim is associations.

Newsletter info to be sent to owners.

#### **Termite inspection,** report to John. Florida Pest Control.

Fence replaced, idea posed to stain the new fence within the next 6 months. Look at costs to do this.

### **New Business:**

**Property Insurance, renewal 9/3/17, estimates have been requested, Sihle insurance called today 15% reduction is forthcoming, proposals to be presented next week.**

**Zarahn agency is supplying a quote along with current agent Sihle Insurance.**

**Other Business:**

I-4 situation with domestic disturbance, question ppd inquiry on instance.

Annual Meeting in November, election on new board for 2018,

Budget for 2018, as in General Maintenance discussed.

Rate increases necessary?

**ADJOURNMENT:**

The meeting adjourned at 6:25 p.m.

Next meeting is Tuesday, September 12<sup>th</sup>.

# Windchase CONDOMINIUM ASSOCIATION

Board of Directors Meeting –September 12, 2017

## Minutes

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### **CALLED TO ORDER:**

President John Amentler called the meeting to order at 5:35 p.m.

### **BOARD MEMBERS ATTENDING:**

John Amentler  
Keith Harrod  
Rick Johnson  
Greg Farrar

### **ALSO ATTENDING:**

Cheryl Kelley – Association Manager  
Ravinski, Donald  
Alex Farrar

### **APPROVAL OF MINUTES:**

Greg made a motion to approve the minutes for the August Board of Directors meeting. Rick seconded. All were in favor.

### **FINANCIALS:**

Cheryl presented the August financials, Cheryl stated August financials were in good fiscal shape. Accounts payable in good shape, regarding maintenance working on catching up all invoices. Rick made motion to approve the financials, John seconded, all in favor unanimously. EPM Maintenance invoices discussed in detail, ideas to get other company for instance sprinkler repairs by a sprinkler company. Board want to save costs on maintenance.

### **Old Business:**

**Maintenance:** Gutters, Balconies, Railings spindles, attic.

Rugs should not be allowed on patios

Keith make a list of what crews will be checking for. Aqua Tech not cleaning balconies/patios, has been left up to owner/resident, but not all owners are maintaining areas, annual inspections suggested

Dryer vents, power wash balconies, paint, wood rot replacement, replacement of spindles.

Hiring of painting contractor suggested to power wash, paint and replace any rotten wood. Painting reserves to be considered for use for balconies and patios. Suggest going building by building to evaluate what is needed. Access into units discussed, coordinated effort will need to be implemented.

Dyer vents and Balcony inspections priorities.

Keith, motion inspect 2 buildings per month, clean out dryer vents, wdo inspections, evaluate the patio and balcony needs, painter contractor specifics to be discussed further as need is addressed. Rick seconded, all in favor.

**Property Insurance,** renewed on 9/3, with a 15% discount from last year.

### **New Business:**

2018 Budget Planning, begin with budget we are currently under, evaluate in September,

John asked do you want to work toward no increase in budget for 2018? Board agreed, Loan for siding will be paid off in May 2018, Keith let's try to maintain, shop around for contractor quotes for painting.

**Annual Meeting** in November 14<sup>th</sup>, 6 pm election on new board for 2018,  
60-day notice to be mailed this week.

**ARC Request:** O-1, awnings, request to place exception adding side screen to patio.

Side awning non-approval, motion from John, rules to stay as currently stand. Keith seconded, all in favor.

**ADJOURNMENT:**

The meeting adjourned at 645: p.m.

Check Rat traps by C Building

Next meeting is Tuesday, November 14<sup>th</sup>.

**Windchase CONDOMINIUM ASSOCIATION**  
Board of Directors Meeting – November 14, 2017  
**Annual Meeting Minutes**

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**CALLED TO ORDER:**

John Amentler called the meeting to order @ 6:00 p.m.

**OWNERS ATTENDING:**

**ALSO ATTENDING:**

Cheryl Kelley – Association Manager

Don Ravinski  
John Amentler  
Keith Harrod 8 units  
Rick Johnson  
Nancy Loy  
Larry Richardson  
Jacqueline Morris 3 units

**Calling Roll and Certifying of Proxies, 15 owners present/33 proxies, 48 total units represented**

**PROOF OF NOTICE**, Cheryl presented notarized proof of notice.

**Approval of 2016 AM Minutes:**

November 15, 2016, Annual Meeting minutes, Keith Harrod motion for approval, Larry Richardson seconded, all in favor

**REPORTS FROM OFFICERS:** John Amentler gave a summary of the Siding/Hardie Board replacements made to date, and stated more areas will be done next year, on breezeways, balconies and patios.

Termite damages at L & J buildings- repaired and treated, Insurance renewal at \$68,000.00 down approx. \$7000.00  
2018 planning: Stages of balcony repairs, Roof Leaks discussed, repairs made recently to vents and chimney flashings  
New fence along Hyde Park Road, Tree Trimming to be done.

**ANNOUNCEMENT of 2018 Board of Directors:**

John Amentler, Keith Harrod, Rick Johnson, Don Ravinski and Hunter Whittington

**UNFINISHED BUSINESS: none**

**NEW BUSINESS:**

**Proposed Budget for 2018:** John Amentler presented the Budget for 2018.

**Vote to Carry over remaining funds from December 2017:** Larry Motion, Keith seconded, all in favor

**Approval for board to transfer Reserve funds from one reserve items to another;**

Larry Motion to approve, Keith seconded, all in favor.

Meeting Adjourned at 7 p.m.

**Board Meeting Directly following Annual Meeting:**

**Slate of Officers motion made by Keith Harrod, John Amentler seconded, All in favor:**

**Election of 2018 Officers**

President, John Amentler

Vice President, Don Ravinski

Secretary, Rick Johnson

Treasurer, Keith Harrod

Director, Hunter Whittington

**ADJOURNMENT:**

The meeting adjourned at 7:35 p.m.

# Windchase CONDOMINIUM ASSOCIATION

Board of Directors Meeting – November 14, 2017

## Minutes

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### **CALLED TO ORDER:**

John Amentler called the meeting to order directly after Annual Meeting.

### **BOARD MEMBERS ATTENDING:**

Don Ravinski  
John Amentler  
Hunter Whittington  
Keith Harrod  
Rick Johnson

### **ALSO ATTENDING:**

Cheryl Kelley – Association Manager

### **Board Meeting Directly following Annual Meeting:**

### **Slate of Officers motion made by Keith Harrod, John Amentler seconded, All in favor:**

#### **Election of 2018 Officers**

President, John Amentler  
Vice President, Don Ravinski  
Secretary, Rick Johnson  
Treasurer, Keith Harrod

### **ADJOURNMENT:**

The meeting adjourned at 7:35 p.m.