

Windchase CONDOMINIUM ASSOCIATION

Board of Directors Meeting –January 10, 2018

Minutes

CALLED TO ORDER:

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

BOARD MEMBERS ATTENDING:

John Amentler
Keith Harrod
Rick Johnson
Donald Ravinski
Hunter Whittington

ALSO ATTENDING:

Cheryl Kelley – Association Manager

APPROVAL OF MINUTES:

Don made a motion to approve the minutes for the September 2017 and November 2017 Board of Directors meeting. Rick seconded. All were in favor.

FINANCIALS:

Cheryl presented the December financials, Cheryl stated year end 2017 financials were in good fiscal shape.

Overview of expenses were reviewed and discussed for bidding, such as: Sprinkler Service, Landscaping, General Maintenance, Waste Removal.

Accounts payable in good shape.

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

Old Business:

Maintenance: Gutters, Balconies, Railings spindles, attic.

Meeting planned to evaluate building by building, checking building by building

Letter requesting balcony inspections for units, to do in groups of buildings per day, or maint. w/ permission to access by ladder, request for residents to leave gate open for downstairs units.

Don, will design a survey sheet with listing all sections of wood/balconies, evaluating the entire area including storage door. Don will make up a survey sheet for each balcony/patio.

Dyer vents, list of those cleaned recently, inspections priorities. Newsletter has notice to residents to requests Dryer vent clean outs

#Q-1 Post Welding Repair for a support beam. Official notice Parker Welding, Cheryl to check on approval

Landscaping, Cheryl to call Walders to go over few landscaping items

December, Tree Trimming report: \$4000.00 for 2 days Sterling Tree Trimming, job complete, board satisfied with the work completed.

New Business:

Meter to Building, water Line repairs: suspected to be Poly pipes running from meter to building, under pavement to unit supply line, John gave a summary of water lines and repairs needed. Meters are on WCB fence side Service side of meter in. Estimates from plumbing companies to be obtained.

Insurance Claim: Fall incident on 12/30, at A building, claim submitted to Sihle Insurance. Adjuster has contacted EPM for statement.

Next Meeting February 13th, 5:30 p.m. @ EPM office.

ADJOURNMENT: The meeting adjourned at 6:52 p.m.

Windchase CONDOMINIUM ASSOCIATION

Board of Directors Meeting –February 13, 2018

Minutes

CALLED TO ORDER:

President John Amentler called the meeting to order at 5:33 p.m.

BOARD MEMBERS ATTENDING:

John Amentler
Keith Harrod
Rick Johnson
Hunter Whittington

ALSO ATTENDING:

Cheryl Kelley – Association Manager
Charles Crumpton

APPROVAL OF MINUTES:

Rick made a motion to approve the minutes for the January 2018 Board of Directors meeting. Hunter seconded. All were in favor.

FINANCIALS:

Cheryl presented the January financials,
Overview of expenses were reviewed and discussed:
Accounts receivable are pretty good shape, 6 accounts, NOL's sent recently
Rick made motion to approve the financials, Hunter seconded, all in favor unanimously.

Old Business:

Maintenance: Sprinkler Service, has been assigned to 1st Choice Irrigation, General Maintenance, as per board, has been put on hold, Board would like to catch up the back-maintenance invoices due to EPM Maintenance. All the outstanding invoices were totaled, broken down by category and emailed to board after last meeting. Copies of all the invoices were copied for member to view, at this meeting. Discussion on why the back-invoice totals are so large, many reasons; such as, Windchase Bay has 176 units and there are a wide variety of continuous maintenance needs. Sprinkler system lines are replaced as needed, the large tree roots and age of the systems have been an issue in past years. New sprinkler company, 1st Choice irrigation, has a device to track leaks much more efficiently. Kevin Etheridge owner of EPM Maintenance, offer is to board to reduce the outstanding invoices by 7.5%. Board discussed, how to handle incoming maintenance, roof leaks, sprinkler as needed, pool maintenance. John discussed, what to do, not pay invoices, stop maintenance. Keith stated he is very surprised the invoices are not paid, would like to see maintenance invoices within 30 days of billing. Hunter asked by accounts payable listing at each meeting. Keith stated board was not made aware of the extent of maintenance invoices outstanding. Cheryl stated this is not true, John and Cheryl worked on the 2017 and 2018 budgets & together planned on how the maint. would be paid current in payments to EPM. Budget was planned accordingly. Idea, group of members to get estimates for work in lieu of maintenance being done immediately. One-time assessment suggested, as a potential way to pay off maintenance. Rick, motion as per Boards decision, hold maint. unless emergency until outstanding maint. invoices are resolved.

Landscaping, K Building overgrowth discussed, letter to owner of K-11 will be sent again, requesting her to stope the overwatering around K building. Walders will be requested to cut back K building overgrowth in early spring.

New Business:

Board Member Certifications:

3 months within becoming new board member, certifications required by board members, new board members have submitted signed form.

Real Estate: Keith real estate report of Recent Sales, upwards of \$100K-147K recently, good news for the WCB
61% non-owner occupied/ 40% owner occupied.

Spring newsletter: Recommend owners replace original hot water heaters, as this is a potential unit water

Pets: Report of recent loose pet/ off leash, Cheryl sent requests to reporter of where they live.
Signs will be posted on site regarding pets pick up and leash laws.

Next Meeting March 13th, 5:30 p.m. @ EPM office.

ADJOURNMENT: The meeting adjourned at 6:52 p.m.

Windchase Bay Condominium Association

Board of Directors Meeting

March 13, 2018

Minutes

CALLED TO ORDER:

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

BOARD MEMBERS ATTENDING:

John Amentler
Keith Harrod
Rick Johnson
Hunter Whittington
Don Ravinski

ALSO ATTENDING:

Cheryl Kelley – Association Manager

Rose Konecek (Connie) R-1
Sharon West R-4

APPROVAL OF MINUTES:

Rick made a motion to approve the minutes for the February 2018 Board of Directors meeting. Keith seconded. All were in favor.

FINANCIALS:

Cheryl presented the February financials,
Overview of expenses were reviewed and discussed:
Accounts receivable discussed, several NOL's sent recently
Rick made motion to approve the financials, Hunter seconded, all in favor unanimously.

Old Business:

Maintenance: Sprinkler Service, has been assigned to 1st Choice Irrigation, General Maintenance, as per board, was put on hold in February. Goal of Board is to catch up the back-maintenance invoices owed to EPM Maintenance. All the outstanding invoices were totaled, broken down by category and emailed to board as well as copies distributed at the February Meeting & email.

Kevin Etheridge attended the meeting, owner of EPM Maintenance, goal is to answer board questions and develop a plan to catch up the back invoices.

Question and answer session between Kevin Etheridge and Board members.

*R-1 Leak from upstairs bathroom, R-5 above, hall bathroom. R-6 Guy Brothers roofing, boots on roof and chimney flashing is on wrong.

Roofs need inspection. Pensacola Roofing to get estimate for R-6

Survey needs to be done, then storms come this summer and fall, will be able to show the repairs needed and/or replaced as needed.

Bid specifications suggested for job requests.

Don, survey sending to owners, to get an understanding of what is needed on all balconies and patios.

Intentions of maintenance to maintain the balconies and patios.

Keith will get a quote from his repair person. Gutters/window trim/wood rot repairs.

EPM and Maint. Supervisor will work together to get owners information on invoices and get this settled asap.

Interim meeting planned to get the maintenance questions answered and settlement

Violations Report:

Recent violations letters were presented for review by the board members.

New Business

Landscaping:

Trimming planning at K Building overgrowth discussed, letter to owner of K-11 will be sent again, requesting her to stop the overwatering around K building. Walder Landscaping will be requested to cut back K building overgrowth in early spring. PBuilding Crepe Myrtles need trimming. landscaping Spring:

Spring newsletter: Recommend owners replace original hot water heaters, as this is a potential unit water Ideas of items to include, please email Cheryl, Survey regarding maintenance to be included

Next Meeting April 10th, 5:30 p.m. @ EPM office.

ADJOURNMENT: The meeting adjourned at 7:25 p.m.

Windchase Bay Condominium Association

Board of Directors Meeting

April 10, 2018

Minutes

CALLED TO ORDER:

President John Amentler called the meeting to order at 5:36 p.m.

BOARD MEMBERS ATTENDING:

John Amentler
Keith Harrod
Rick Johnson
Don Ravinski

ALSO ATTENDING:

Cheryl Kelley – Association Manager

Erika Stamets N-3

APPROVAL OF MINUTES:

Rick made a motion to approve the minutes for the March 2018 Board of Directors meeting. Don seconded. All were in favor.

February minutes, email sent w/requests for changes from Rick and John, discussed in maintenance.

FINANCIALS:

Cheryl presented the March financials,

Overview of expenses were reviewed and discussed:

Discussed, Beach Community Bank CD and Reserve Funds, current stability of Bank Community Bancshares.

Accounts receivable discussed, several NOL's sent recently, response received from owners.

Cheryl reviewed the Insurance account, balance of funds after August 2017, when Property Ins. paid, projection for 2018 renewal and current insurance account balance.

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

Old Business:

Maintenance:

Sprinkler Service, has been assigned to 1st Choice Irrigation, however they have not been responding and have not provided service, discussion on how to take care of Sprinkler Systems.

General Maintenance, as per board, regular maintenance was placed on hold in February, except at boards discretion or emergency, goal of Board is to catch up the back-maintenance invoices owed to EPM Maintenance.

All the outstanding invoices were totaled, broken down by category and emailed to board as well as copies distributed at meeting in February & emailed. Kevin Etheridge attended the March Board meeting.

Keith Harrod made notes and marked comments/questions in red, Jerry Nelson, EPM maintenance supervision, made reply notes in blue ink, the updated invoices with notes were emailed to the board last week. Cheryl Kelley reviewed the notes with Kevin Etheridge and adjustments were made, reducing the outstanding invoices by \$1685.66

Totals now due on back invoices are:

Roof Maintenance \$1,710.00

Exterior Lighting \$2826.00

Sprinkler Maint. \$4896.93

General Maint. \$24,821.71 work performed 5/02-12/1/17

Note: (all maintenance performed & billed to date 12/1/17 forward has been paid by WCB Assoc.

Other maintenance discussions:

Question of who wrapped the plastic wrap at soffit at K Steps at K loose, Cheryl will check with maint. crew.

Soffit repair estimate from American Home Restoration, presented for \$1500.00. Rick motion, Don Seconded.

All in favor. Quote and Certificates of insurance for American Home Restoration, copies given to Cheryl

EPM to do the **lighting replacements** as per board, asking for a standard on the light billing

Quote and Certificates of insurance for American Home Restoration, copies given to Cheryl

Gutters: 4" commercial Gutters, need to be replaced, gutters need to be cleaned out, they are too small.
Led Fixtures, estimate of \$225.00 installed, Ingram Electric, email sent by John, to be discussed later
R-6 Roof Repair, Roof vents, Chimney flashing/cap, 3 estimates
Guy Brothers approved, Rick motion, Don 2nd, all in favor. Keith has notified roofer.

Violations Report: not discussed.

New Business

Florida Pest, Termite inspection, found Formosa termites in trees by pool, can treat for \$300.00. Keith presented the proposal, Don motion to approve proposal for tree treatment, Ashley to be called, Rick seconded, all in favor. Inspection, out of 176 units, about 100 not accessed, many attics were accessed. Keith presented report, talked to Ashley w/ FL Pest, Saturday, April 21st 8-12, another time slotted for another inspection. Must allow access or you may be assessed a fine. Discussion of how to contact residents and get a response. Have list of units they didn't get into & list of attics not entered. Patio areas are critical for entry. Flyer with listing will be the best source, agreed, stating "your unit was not inspected". Email to owners with newsletter and flyer. Patios and Attics must be assessed.

Landscaping:

Trimming planning at K Building overgrowth, letter to owner of K-11 was sent, requesting her to stop the overwatering around K building. Cheryl met with Gene w/ Walder's Landscaping requested to cut back K building bushes & overgrowth in early spring.

Spring newsletter: Recommend owners replace original hot water heaters, as this is a potential unit water Ideas of items to include, board, please email Cheryl, Survey regarding maintenance to be included. April 21st Florida Pest schedule to be added to newsletter and distributed on site asap.

Maintenance discussion continued: Keith continued to ask Cheryl questions regarding maintenance invoices and the timeline that the board was notified.

An email circulated between the board members was distributed. No motion was made on this email document; however it is attached to this document, April minutes.

Cheryl stated that all of Keith's inquiries had already been addressed in previous meetings. Requested board to go over the notes on invoices. Noted in the financials, it was pointed out there is a funds overage in the Insurance Account, this was left over from assoc. savings on insurance in 2016 & 17, these funds may be used at the boards discretion.

However, the maintenance subject did not proceed in order to make a settlement offer or payment plan to EPM Maintenance Company. Therefore, Cheryl requested the meeting be adjourned.

No further business was discussed.

Next Meeting May 8th, 5:30 p.m. Location to be decided by board.

ADJOURNMENT: The meeting adjourned at 6:55 p.m.

Windchase Bay Condominium Association

Board of Directors Meeting

May 15, 2018

Minutes

CALLED TO ORDER:

President John Amentler called the meeting to order at 5:46 p.m.

BOARD MEMBERS ATTENDING:

John Amentler

Keith Harrod

Don Ravinski

ALSO ATTENDING:

Cheryl Kelley – Association Manager

APPROVAL OF MINUTES:

Don made a motion to approve the minutes for the April 10, 2018 Board of Directors meeting. Keith seconded. All were in favor.

FINANCIALS:

Cheryl presented the April financials,

Overview of expenses were reviewed and discussed:

Discussed, Beach Community Bank CD and Reserve Funds, current stability of Bank Community Bancshares.

Accounts receivable discussed, several NOL's sent recently, response received from owners.

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

Old Business:

Maintenance:

Sprinkler Service, assigned to 1st Choice Irrigation

General Maintenance, meeting was held in EPM office, with Kevin Etheridge, Cheryl Kelley, John Amentler and Keith Harrod, goal to meet and formulate a plan on outstanding 2017 maint. invoices.

During Meeting Agreement to reduce the invoices by \$5,000.00 agreed upon and plan put in place to accomplish pay off all invoices, by end of 2018, agreement sent to board, approved in writing by all board members, see attached.

American Home Restoration, invoice not yet submitted, approx. \$1500.00, Keith is checking on status of invoice
Next repairs to be done, Estimate sent by Don Ravinski, summarized, \$3,335.00 new total including B building, dated 5/8/18, several buildings Highlighted on sheet is the new proposal, items to be done. Stairs and holes buildings.
No soffit or fascia work is included in this, as these items will be included in roof repairs.

2nd quote, dated 5/7/18. Keith motion to approve, Don seconded, all in favor.

Don keeping up with spreadsheet on projects, much appreciated details on the project.

Other maintenance discussions:

A Building poly repair is needed for lines coming from meter to A building, quote to be obtained from Boyd Plumbing, Spivey Plumbing, Keith will inquire for other plumbing reference. Funds for this replacement to be funded by Pipe Replacement Reserves.

Spindles and board balcony repairs: American Home Restoration, and Leatherback Construction, bids being obtained.

Violations Report: Copies of letters have been sent by email to board for review.

C building lights hanging, letters sent on these recently. C-1 & 4.

Florida Pest, Termite inspection, found Formosa termites in trees by pool, treatment completed for \$300.00.

Inspection, out of 176 units, about 100 not accessed, many attics were accessed. Keith presented report, talked to Ashley w/ FL Pest, Saturday, April 21st 8-12, another time slotted for another inspection. Updated report as of 4/30 was sent by FL Pest.

Have list of units they didn't get into & list of attics not entered. Patio areas are critical for entry.

New Business

Landscaping:

Trimming planning at K Building overgrowth, letter to owner of K-11 was sent, requesting her to stop the overwatering around K building. Cheryl met with Gene w/ Walder's Landscaping requested to cut back K building bushes & overgrowth in early spring. Approved to do, Cheryl contact Walders.

Keith front and back entrances motion \$225.00 each w mulch, Don seconded, all approved.

Sprinkler Company, North side is working, 2 areas on South side, need to be checked, T & Q

John in contact with 1st Choice Irrigation. Don Hyde Park zone cycle needs to be changed to come on earlier.

Pool Parking, New Signs:

Cheryl submitted new wording on signs to Fast Signs, motion approved by Keith, 2nd by Don, all approved

New parking signs at pool parking

Parking Lot Maintenance:

Keith, recommendation from Road Inc. recommendation of Randy Peterson, #382-0220 for Parking lot painting/re-lining and repaint yellow curbs.

other contact Greg Shire, EPM has this info.

Roof Replacement planning:

Keith has investigated roof costs increase, Guy Brother Roofing, \$425,000.00.

Looking into past roof replacement and quality of work

Lowery Roofing, Tony Campos, recommended.

Short and Long-range planning is needed for Roof Replacement to insure the Reserve Funds are ready when replacement is needed.

Gutters, planning to go with commercial grade, recommended in future planning

As per John noted, M& H Construction, **Emergency Response** is on contract with Windchase, on call in case of Emergency.

Next Meeting: June 12th, 5:30 p.m.

ADJOURNMENT: The meeting adjourned -at 7:05 p.m.

Windchase Bay Condominium Association

Board of Directors Meeting

June 12, 2018

Minutes

CALLED TO ORDER:

President John Amentler called the meeting to order at 5:46 p.m.

BOARD MEMBERS ATTENDING:

John Amentler
Keith Harrod
Don Ravinski
Rick Johnson

ALSO ATTENDING:

Cheryl Kelley – Association Manager

APPROVAL OF MINUTES:

Rick made a motion to approve the minutes for the May, 2018 Board of Directors meeting. Keith seconded. All were in favor.

FINANCIALS:

Cheryl presented the May financials,

Overview of expenses were reviewed and discussed:

Discussed, Beach Community Bank CD and Reserve Funds, John and board agreed to move the CD to Synovus, now offering a promotional CD at a better interest rate.

Accounts receivable discussed, several NOL's sent recently, response received from owners.

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

Old Business:

Maintenance:

Sprinkler Service, currently being taken care of by Don and approved areas by EPM.

General Maintenance,

American Home Restoration, invoice submitted, Don reviewed the areas completed and review the next building maintenance to be done. Don has created a spreadsheet with details of repairs needed regarding the balcony repairs. Estimate sent by Don Ravinski, summarized with email following day.

Cheryl and Board Members,

We have received the signed Work Authorization for the balcony spindle repairs. The quote is the same as we approved in our last meeting, \$13,552. The only change is the removal of my note 2 to credit spindles not changed to other balconies. AHR added their commitment to keep material and labor costs as low as possible and pass any savings or reduction in costs on the final invoice.

The project should begin in about three weeks, July 16. Prior the that date we need to put up notices informing the owners and tenants of the repairs and their requirement to move all items away from the railings. Cheryl, from what we learned from our past posted notice for the terminate inspection I suggest posting a red bold letter banner above the notice stating, NEW INFORMATION. Hopefully this will be noticed and read. We will also need door notices for AHR to place on the unit doors for the impending next day's balcony work.

I also told AHR that the current wood and stair repairs needed to be completed and inspected before the spindle repairs start. They agree and will complete. Don

Other maintenance discussions:

Roofs: Board discussed current reserves for Roof Replacements and obtaining estimates for roof replacements within the next two-three years. Keith has obtained 1 estimate, would like to get 2 more.

Drives & Parking Lots, repaving/parking bumpers repairs and re-stripping parking lot, working on estimates, 1 obtained, but need details to match estimates in order to make selection on the bids. More info to follow.

Gutters, planning to go with commercial grade, recommended in future planning

Violations Report: Copies of letters have been sent by email to board for review.

New Business

Pool Parking, New Signs:

Cheryl submitted new wording on signs to Fast Signs, motion approved by Keith, 2nd by Don, all approved
New parking signs will be ordered for pool parking area.

Florida Pest Control has been contacted to replace bait boxes, to control rodents near dumpsters and on grounds.

Power Washing Buildings/sidewalks, estimate presented by Aqua Tech, same company as performed job past few years. \$4500.00 estimate reviewed, Rick made a motion to approve, Keith seconded, all in favor.
Cheryl will contact Terrance at Aqua Tech to schedule.

Next Meeting: July 11th, 5:30 p.m.

ADJOURNMENT: The meeting adjourned -at 7:20 p.m.

Windchase Bay Condominium Association

Board of Directors Meeting

July 10, 2018

Minutes

CALLED TO ORDER:

President John Amentler called the meeting to order at 5:36 p.m.

BOARD MEMBERS ATTENDING:

John Amentler
Keith Harrod
Don Ravinski
Rick Johnson

ALSO ATTENDING:

Cheryl Kelley – Association Manager

APPROVAL OF MINUTES:

Rick made a motion to approve the minutes for the June 2018, Board of Directors meeting. Don seconded. All were in favor.

FINANCIALS:

Cheryl presented the June financials,

Overview of expenses were reviewed and discussed:

Accounts receivable discussed, several NOL's sent to 7 accounts.

Reserve %'s discussed, Keith would like to see a % adjustment on reserve items, increase roof reserve %, decrease of painting, discussion of all reserve items/breakdowns of %.

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

Old Business:

Maintenance:

Sprinkler Maintenance, currently being taken care of by Don "Thank You" & some approved areas by EPM.

Landscapers breaking sprinkler heads, if they notify Don, charge against their monthly cost, if they don't, Don can tell if head is hit by mowers, charge to invoice will be more. Rick and Cheryl will let Walders know.

General Maintenance,

American Home Restoration

88 balconies @ \$154.00

We have received the signed Work Authorization for the balcony spindle repairs. The quote is the same as we approved in our last meeting, \$13,552.

The project will begin Monday, July 16. Prior the that date we need to put up notices informing the owners and tenants of the repairs and their requirement to move all items away from the railings.

Notices to state

NEW INFORMATION. Door notices on day before, email balcony project starting, will access by ladders, no unit entry is necessary, Residents will Need to clear items from balcony, ready for repairs, goal to do 7-8 per day, Door notices will be put on by HRA.

Door notices needed,

Current work by HRA, \$3,335.00 current bid, change orders coming regarding step repairs. Don will negotiate the final bill, some items to be removed.

Aqua Tech power washing, buildings, sidewalks breezeways to begin 7/16, notice to residents will be posted

With option to get patios and balconies cleaned at owners' expense, while they are on site.

Other maintenance discussions:

Roofs: Board discussed current reserves for Roof Replacements and obtaining estimates for roof replacements within the 2019. Keith has obtained 2 estimates, Lowery roofing 451K & Guy Brothers \$425K, more estimates requested. Discussion on how to raise the funds, shortage in reserves for full roof replacements with in next year. Plan to discuss for Annual Meeting and present to owners on the roof replacement planning.

Drives & Parking Lots, repaving/parking bumpers repairs and re-stripping parking lot, working on estimates, 1 obtained, but need details to match estimates to make selection on the bids. More info to follow. Estimate from Shire Asphalt to come soon.

Violations Report: Copies of letters have been sent by email to board for review.

Landscaping: Tree to be trimmed by Sterling, between E & F, John will check on that.

Pool Parking, New Signs:

Cheryl submitted new wording on signs to Fast Signs, need to check on the order.

New Business

Rodent Bait Boxes,

Estimate from Florida Pest Control has been requested and one from Knox, to install bait boxes and monitor bait boxes, to control rodents near dumpsters and on grounds.

Knox pest control estimate was lower & recommended for approval @864.00 for install and monitoring costs \$144.00 monthly. Board agreed this is needed and should be done asap. Rick motion to accept, Keith seconded, all in favor.

Other Business:

Discussion of Special and Annual Meeting combined in November.

October is budget planning month.

Insurance quote being worked on by Fisher Brown.

John investigated past history: A, O and 1/2 of M, poly pipe was not completed during the other building

Next Meeting: August 14th, 5:30 p.m.

ADJOURNMENT: The meeting adjourned -at 6:40 p.m.

Windchase Bay Condominium Association

Board of Directors Meeting

August 14, 2018

Minutes

CALLED TO ORDER:

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

BOARD MEMBERS ATTENDING:

John Amentler
Keith Harrod
Rick Johnson
Hunter Whittington

ALSO ATTENDING:

Cheryl Kelley – Association Manager

APPROVAL OF MINUTES:

Rick made a motion to approve the minutes for the July 2018, Board of Directors meeting.
Hunter seconded. All were in favor.

FINANCIALS:

Cheryl presented the July financials,
Overview of expenses were reviewed and discussed:
Accounts receivable discussed, NOL's sent to 4 accounts.
Rick made motion to approve the financials, Keith seconded, all in favor unanimously.

Old Business:

Maintenance:

Sprinkler Maintenance, South pump not working currently, John is checking on it.

General Maintenance,

American Home Restoration

Currently, ongoing balcony spindle repairs, John reviewed the contract, has questions regarding the scope of work, amount to be charged above 3 spindles per balcony, what is the specification? John will get with Don on this.
Received the signed Work Authorization for the balcony spindle repairs. The quote is the same as we approved in our last meeting, \$13,552.
The project began on Monday, July 16. So far project is going well
Residents will need to clear items from balcony, ready for repairs, goal to do 7-8 per day, Door notices will be put on by HRA.

Aqua Tech power washing, buildings, sidewalks breezeways to begin 7/16, notice to residents were posted, options to get patios and balconies cleaned at owners' expense, while they are on site.

A Building, Poly Re-pipe Estimates, 2 bids received, Boyd Plumbing, to be check on and emailed to board this week, estimate of \$9,458.00 Downs Plumbing.

Other maintenance discussions:

Roofs: Board discussed current reserves for Roof Replacements and obtaining estimates for roof replacements within the 2019. Keith has obtained 2 estimates, Lowery roofing 451K & Guy Brothers \$425K, more estimates requested.

Discussion on how to raise the funds, shortage in reserves for full roof replacements with in next year.
Plan to discuss and present to owners at Annual Meeting.

Drives & Parking Lots, repaving/parking bumpers repairs and re-stripping parking lot, working on estimates, 2 obtained, but need details to match estimates, in order to make selection on the bids. More info to follow. Estimate from Shire Asphalt requested.

Violations Report: Copies of letters have been emailed to Rick for review.

A-5 installed the camera, Amanda send letter to remove camera, resident should have asked, not approved, needs to be taken down immediately

Landscaping: Tree Trimming estimates being planned, fall plan to do the next project.

Sterling estimate, Cheryl to check for other company for estimate, Diversified, Keith has contact info.

New Business

Cheryl presented attorney Engagement Agreement for 2018-19 with McDonald, Fleming & Moorhead, Jay Frasier Atty. Retainer program reviewed, Rick motion to approve the new firm for WCB legal matters and collections. Keith seconded, all in favor.

Rodent Bait Boxes, 12

Estimate from Florida Pest Control and Knox Pest Control, install bait boxes and monitor bait boxes, to control rodents near dumpsters, buildings and on grounds.

Knox pest control estimate was lower & recommended for approval @ \$864.00 for install and monitoring costs \$144.00 monthly. Board agreed this is needed and should be done asap. Rick motion to accept, Keith seconded, all in favor.

Other Business:

Discussion of Special and Annual Meeting combined in November.

October is budget planning month.

Insurance quote to be presented from Fisher Brown and Sihle Insurance, September 4th is the renewal date.

Next Meeting: September 11, 5:30 p.m. October 9th Budget Meeting

Annual Meeting, November 13, @5:30, in conjunction with Special Meeting for Roof and Gutter replacement.

ADJOURNMENT: The meeting adjourned -at 6:35 p.m.

Windchase Bay Condominium Association

Board of Directors Meeting

September 11, 2018

Minutes

CALLED TO ORDER:

Vice President Don Ravinski called the meeting to order at 5:30 p.m.

BOARD MEMBERS ATTENDING:

Don Ravinski
Keith Harrod
Rick Johnson
Hunter Whittington

ALSO ATTENDING:

Cheryl Kelley – Association Manager
George Bonilla M-6
Alan Kohr O-1

APPROVAL OF MINUTES:

Rick made a motion to approve the minutes for the August 2018, Board of Directors meeting.
Hunter seconded. All were in favor.

FINANCIALS:

Cheryl presented the August financials,
Overview of expenses were reviewed and discussed:
Accounts receivable discussed, NOL's sent to 7 accounts.
Rick made motion to approve the financials, Hunter seconded, all in favor unanimously.

Old Business:

Insurance Renewal: completed and paid August, renewal effective on 9/4/18, \$67,651.00, under the estimated 2018 budget, Insurance Account, paid in full.

Maintenance:

Sprinkler Maintenance, South pump not working currently, Don met with contractor today, found large leak today.
List of items, \$50.00 per hour for 2 people, Steve's Complete Service. Estimate approx. \$1500.00
Rick motion to approve, Keith second, All in favor.
Damage some by tree roots and some are damaged by landscapers, Don plans to meet with Walder's landscaping.

General Maintenance,

American Home Restoration

New foreman on site today, Gary, Don is checking on items that have been not up to speed, tarping work, to protect balconies, etc. Bid for 3, per spindles Don also checking and counting, Don verifying #'s. Keith asked them about the screws being replaced. Top rail replacements discussed.
Don is verifying work as completed. Estimate approved before the spindle project started, approx. \$3300.00
Residents will need to clear items from balcony, ready for repairs, goal to do 7-8 per day, Door notices will be put on by HRA.

Aqua Tech power washing, all completed.

Wasp Nest, bottles of spray can in the Pool Room, Don will take care of them, let him know.

A Building, Poly Re-pipe Estimates, 2 bids received, Boyd Plumbing, estimate approved, waiting on scheduling.

Other maintenance discussions:

Roofs: Board discussed current reserves for Roof Replacements and obtaining estimates for roof replacements within the 2019. Keith has obtained 2 estimates, Lowery roofing \$451K & Guy Brothers \$425K, more estimates requested. Bachelor Roofing estimate has been requested. Working on Specification on type of shingle.

Plan to discuss and present to owners at Annual Meeting. (who was Ins. Super, on last roof project?)

Drives & Parking Lots, repaving/parking bumpers repairs and re-stripping parking lot, working on estimates, 2 obtained, but need details to match estimates, to make selection on the bids. More info to follow. Estimate from Shire Asphalt requested.

New Business:

Violations Report: Copies of letters are emailed to Rick for review.

A-5 installed the camera, camera has been removed

Landscaping: Tree Trimming estimates being planned, fall plan to do the next project.

Sterling estimate, Cheryl to check for other company for estimate, Diversified, Keith has contact info.

Other Business:

Discussion of Special and Annual Meeting combined in November.

October is budget planning month, Cheryl to send budget planning date.

Fall Newsletter: Reminders: Pet Pick up, Dumpster, Spindle repairs- notes to owners to prep balconies, Annual Meeting date, Roofs & Gutter replacement 2019.

Awnings:

Alan Kohr, O-1, Request to re-visit the awning rules, Don agreed this rule should be re-visited.

Sunsets, due to position of his unit, current awning does not block the sun.

Rick motion to approve Alan requests to match existing awning to close south end to block the sun,

Don seconded, this is approved only for the O and N building. All in favor.

Next Meeting: October 9th Budget Meeting

Annual Meeting, November 13, @5:30, in conjunction with Special Meeting for Roof and Gutter replacement.

ADJOURNMENT: The meeting adjourned at 6:37 p.m.

Windchase Bay Condominium Association

2019 Budget & Board of Directors Meeting

October 18, 2018

Minutes

CALLED TO ORDER:

President John Amentler, called the meeting to order at 5:33 p.m.

BOARD MEMBERS ATTENDING:

John Amentler
Don Ravinski
Keith Harrod
Hunter Whittington

ALSO ATTENDING:

Cheryl Kelley – Association Manager

APPROVAL OF MINUTES:

Don made a motion to approve the minutes for the September 2018, Board of Directors meeting.
Keith seconded. All were in favor.

FINANCIALS:

Cheryl presented the September financials,
Overview of expenses were reviewed and discussed:
Don made motion to approve the financials, Hunter seconded, all in favor unanimously.

Old Business:

Maintenance:

A Building, Poly Re-pipe Estimates, Boyd Plumbing, estimate reduced, due to job specs changed.

American Home Restoration: Don gave a progress report on the balcony repairs.
Beam repair needed on R-5.

Landscaping

Landscaping:
Back fence by school, needs attention, Don stated along chain length fence, trees need to be clear cut.
Landscapers to trim area for overgrown shrubs in the winter, off season.
Tree Trimming estimates being planned, for early spring 2019, before the roof replacement takes place.
Sterling estimate, Cheryl to check for other company for estimate, Diversified, Keith has contact info.

Sprinkler Maintenance

Irrigation repairs have been completed, leaking fittings, valves, proper boxes etc.
Big improvement to system has been done,
one valve needing repairs on North Side
Coverage areas to be addressed at a later date, object now to get system going and in good shape

New Business:

Violations Report: Copies of letters are emailed to Rick for review.

Improvements for 2018/19:

Status of Roof Estimates (3) Keith Harrod reported updates on roof estimates, see 2019 budget below.

Drives, Estimates from Asphalt Coating and other companies were presented by Cheryl

Don motion to approve, Hunter seconded, all in favor.

Other Business:

Discussion of Special and Annual Meeting combined in November.

2019 Budget Presented & Discussed:

Keith overviewed the roof proposals and the Sp. Assess. Planned for presentation at Annual Meeting
Funds from SA, \$440,000 176 x 2500.00 plus current Roof reserve, will provide enough funds for roofs and gutters.
Estimates from Guy Brothers Roofing 425K, Lowery Roofing 4540K

Discussion of Shingle Cost, Rate increases to come, approx. 250K in shingles

Keith suggested purchasing shingles up front, to save before the project funds can be collected.

Reserve funds in place to at least start the project.

Gutters replacement 25-30 K will be included

Roofer will evaluate the current roofs, noting if they were installed correctly. For recording purposes and history.

Annual Meeting to be 1st, adjourn

Then move to Special Assess meeting

Next Meeting:

Annual Meeting, November 13, @5:30, in conjunction with Special Meeting for Roof and Gutter replacement.

ADJOURNMENT: The meeting adjourned at 6:30 p.m.

Windchase CONDOMINIUM ASSOCIATION
Board of Directors Meeting – November 13, 2018
Annual Meeting Minutes

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, 29 owners present/9 proxies, 38 total units represented

PROOF OF NOTICE, Cheryl presented notarized proof of notice.

Keith motion to continue with the Annual Meeting without a quorum present, Don seconded, all owners present agreed to continue with the Annual Meeting, with the 38 owners represented.

Approval of 2017 AM Minutes:

November 14, 2017, Annual Meeting minutes, Don Ravinski motion for approval, Keith Harrod seconded, all in favor

REPORTS FROM OFFICERS: John Amentler presented a report of projects accomplished and ongoing in 2018. Don Ravinski added to Johns details of the maintenance repairs, by American Restoration. Don also gave an overview of the Sprinkler System major and minor repairs. Siding repairs history of repairs in past 2 years, K-10 and B-3 currently being repaired.

Keith stated the overall value of Windchase and how the current owners have upgraded, and the value of the units have risen quite significantly in recent years. Good investment in Windchase. Complimenting the board of directors and all the hard work they have done in regard to onsite maintenance as well as Financial matters in the best interests of the owners.

ANNOUNCEMENT of 2019 Board of Directors:

Jorge Bonilla, John Amentler, Keith Harrod, Donald Ravinski & Hunter Whittington
Hunter motion to approve board as presented, Keith seconded, all in favor.

UNFINISHED BUSINESS: none

NEW BUSINESS:

Proposed Budget for 2019: John Amentler presented the Budget for 2019.

Cheryl reviewed the overall financials for 2018 to date, Emailing 2019 budget to all present with the estimated reserve balance as of 12/2018.

Vote to Carry over remaining funds from December 2018: Don Motion, Hunter seconded, all in favor

Approval for board to transfer Reserve funds from one reserve items to another if necessary.
Keith Motion to approve, Hunter seconded, all in favor.

Meeting Adjourned at 6:36 p.m.

Windchase CONDOMINIUM ASSOCIATION
Board of Directors Meeting – November 13, 2018
Annual Meeting Minutes

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
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ANNOUNCEMENT of 2019 Board of Directors:

Jorge Bonilla, John Amentler, Keith Harrod, Donald Ravinski & Hunter Whittington
Hunter motion to approve board as presented, Keith seconded, all in favor.

UNFINISHED BUSINESS: none

NEW BUSINESS:

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Cheryl reviewed the overall financials for 2018 to date, Emailing 2019 budget to all present with the estimated reserve balance as of 12/2018.

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Approval for board to transfer Reserve funds from one reserve items to another if necessary.
Keith Motion to approve, Hunter seconded, all in favor.

Meeting Adjourned at 6:36 p.m.

Windchase CONDOMINIUM ASSOCIATION
Board of Directors Meeting – November 13, 2018

Board Meeting Directly following Annual Meeting:

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

Election of 2019 Officers

President, John Amentler

Vice President, Don Ravinski

Secretary, Hunter Whittington

Treasurer, Keith Harrod

Director, Jorge Bonilla

Motion for approval Don, Keith seconded, all in favor.

ADJOURNMENT:

The meeting adjourned at 7:35 p.m.