

# Minutes of Winds of Paradise Board Meeting held 5/1/18

**Location:** Winds of Paradise Clubhouse

**Time:** Meeting began at 6:15pm

**Board Members Present:** Lou Murren, Lynn Matsey, Carlos Alvarez, Phil Wicker and Peggy Penridge  
Also present: Cheryl Hall (Oceanside Property Management)

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Lou Murren called the meeting to order at 6:15 pm

Motion to waive the reading of the minutes from 4/23/18 was made and seconded. The minutes were accepted as stated by 6-0 vote.

Lou Murren then introduced Cheryl Hall as our primary property manager from Oceanside Property Management (OPM).

Lou Murren then asked for the Officers Progress reports.

## REPORTS OF PROGRESS:

- Lou Murren discussed the fact that OPM informed us that Mary Hartwell's balcony needs to be secured by the association per FL statute. Also that OPM and some Board members would be meeting with Ms. Hartwell on Wednesday 5/2/18 to review what needs to be done.
- One CD (only one found) for approx. \$6K was cashed and moved to the Chase Savings account.
- Lou Murren met with Post Office supervisor regarding the on mailbox here to be used for WOP mail @ 1230 Beachside Lane. Will have to wait for conformation on exactly which slot will be used and new keys/lock.
- Lou Murren will meet with Barry Ranew 5/3/18 3:30 to review all insurance coverages.

## Phil Wicker Report:

- Phil wicker met today with G & G (roofing contractor). They reviewed the property again and will add the fascia boards and soffits to their revised quote. A discussion ensued about a blended color flat concrete roof tile and type of wood used for fascia, replacement of gutters, etc. It was determined the roof tiles should be a flat concrete tile (average roof tile lifespan was 35/50+ years). Color will be a blended color to give us the widest latitude when time arrives for choosing building paint colors.

## Carlos Alvarez Report:

- Carlos Alvarez received quotes from the other roofing contractors and together with Phil will get all the roofing quotes to Cheryl Hall (OPM). The Board was reminded that the Insurance renewal requires roof work to be started before August.
- A discussion followed about reserve account and how much should be there. No appraisal on the property has been done and Cheryl stated that we are supposed to have an appraisal done every 3 years to update reserve projections. A new budget will need to be done for July 1<sup>st</sup>. The discussion continued about funds for reserves amounts.

## Jennifer Gates Report:

- There are 6 units that are very delinquent on their dues. Jennifer Gates has set up a Quick Books program to track delinquencies and add simple interest and apply payments to interest first. There are 2 left to calculate. There are statements for each person by month. Jennifer continued to explain the procedures used to update the information.

- Jennifer and Lisa Russel (O PM) will get together on the statements so Cheryl Hall (OPM) can get letters to the unit owners.
- A discussion followed about the shortages in the Reserve Accounts

New Business:

- Lynn Matsey will go to Chase to get the archived Chase Savings statements if they are available.
- Jennifer Gates will continue to work on financials for previous years.
- Lou Murren will go over reserve shortages and other items with Barry Ranew to find out about insurance coverage. Peggy Penridge will compile the reports for Lou to review with Barry.
- A discussion followed about the need to get 2017 financials out as soon as Jennifer has them completed and reviewed.
- Cheryl Hall wanted everyone to know to contact the property management company with any issues. Peggy Penridge will add that to the notice on the mailboxes.
- Concern still existed with reference to written and electronic WOP documents still in possession of previous Board members and associates. A discussion ensued about a demand letter for any and all WOP business related documents from the previous board. Cheryl Hall (OPM) will coordinate the issuance of these letters.
- Jennifer Gates stated she was advised to just file the 2017 tax return. The IRS is behind and we just need to get the current return submitted.
- Peggy Penridge made motion to file the 2017 tax return only at this time and just continue from here on unless we hear something from the IRS. Phil Wicker seconded the motion. Unanimous vote.
- Cheryl was given keys to the clubhouse and records room.
- Peggy Penridge will continue to try to get more emails and phone numbers for all unit owners.
- Lou Murren discussed what he wants to send out to unit owners about last meetings, progress, updates, etc.
- Jenn suggested posting a notice to read unit owners to look for emails and how to contact the property management company. A discussion followed about starting a website, what will be on there and when that will be started. A target date of July 1st was suggested by Lou Murren.
- Lou Murren is walking property with Cheryl Hall and the Maintenance Manager (OPM) to go over the maintenance situation again and will also visit Mary Hartwell's unit.
- Cheryl Hall left the meeting at approx. 7:45pm.
- Lou Murren will be gone next week so Lynn Matsey, VP will be handling his responsibilities.

Phil Wicker made a motion to adjourn the board meeting and Peggy Penridge 2nded. Vote as 6-0 for adjournment.