

# Minutes of Winds of Paradise Board Meeting held 7/12/18

**Location:** Winds of Paradise Clubhouse

**Time:** 6:00pm

**Board Members Present:** Carlos Alvarez, Jennifer Gates, Lynn Matsey, Lou Murren and Peggy Penridge

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Lou Murren called the meeting to order at 6pm.

Jennifer Gates made a motion to waive the reading of the minutes from 6/21/18 and accept as stated. It was seconded by Lynn Matsey. Vote to waive the reading and accept the minutes as stated was unanimous. The minutes were accepted as stated.

## **REPORTS OF PROGRESS:**

- Carlos Alvarez reported that the Notice of Commencement and the Permit applications had been filed with the city.
- Roofing Contract signed and processed. Check for initial Payment made to Tech Systems (Roofing Contractor).
- Paylease is up and running for July Payments.
- Toni Hill has Termite Bond Information.
- Sign Removed from behind front hedges.
- Lynn Matsey walked the property with Flawless project manager and reviewed the problem areas. Waiting on resolution response from Flawless.
- Carlos Alvarez provided OPM with a count and the address of those units having electrical conduit damage on the portion connecting to the electric meters and those needing chimney caps.
- Electrical Conduit letter sent to Unit Owners.

## **TASKS:**

Items for Carlos Alvarez to address with Tech Systems:

1. Schedule a pre-Construction meeting with Tech Systems to review project implementation and Logistics plans.
2. See if Tech Systems can deliver only ½ tile pallets until significant progress is made on Installation due to available space.
3. See if Tech Systems will install chimney caps for those Unit owners wanting/needing replacement. American Metals can provide the chimney caps.
4. Carlos will obtain additional paves and replace all plastic covers on pool walkway.
5. Will contact St. Mark's Church regarding temporary parking.

Items for Peggy Penridge:

1. Contact owner of adjacent lot and inquire about 3 month rental for resident and contractor parking. Authorized to offer an initial rental of \$250/month for 3 months.

Items for Cheryl Hall (OPM):

1. Contact Scott McClusky regarding inquiry from insurance adjuster.
2. Send a reminder notice to Unit owners regarding roof assessment due date.
3. Send out 2<sup>nd</sup> letter to 2070 Seawind to remove back deck because of hazard to roofing contractors due to extreme poor condition.
4. OPM to send out Russel electric to address front pole and landscaping light outage.
5. OPM to obtain bids to conduct an initial reserve study.
6. OPM to email a request for participation on ARC, Landscaping and Fining Committees.

Item for Lynn Matsey:

1. Obtain new quote from Flawless for landscaping work

**Other Business:**

- The BOD issued a new policy: No one goes on the roof prior to getting permission from OPM. OPM will also secure proper licenses and insurance coverage before permitting roof access.
- A discussion followed about chimney cap replacement and the BOD agreed that the cost of repairing any damage done to the roof by contractors replacing Chimney caps will be borne by the Unit Owner. A letter to be sent to the unit owners urging that caps be replaced prior to new roof installation.
- A discussion was held regarding committees and it was determined that BOD was authorized to form the following Committees: Architectural Review, Landscaping and Fining. Cheryl Hall explained the purpose and procedure for the Fining Committee.
- Lou Murren nominated Carlos Alvarez to head the ARC, Peggy Penridge seconded. Vote was unanimous and Carlos Alvarez accepted. Currently the committee will consist of Carlos Alvarez, Lou Murren and one other unit owner TBD.
- Lou Murren nominated Lynn Matsey to head the Landscaping committee, Peggy Penridge seconded. Vote was unanimous and Lynn Matsey accepted. Committee will consist of Lynn Matsey and two other unit owners TBD.
- The fining Committee cannot have any board members. The BOD inquired of those Unit Owners present at the meeting if they would be willing to serve and a few stated that they would consider it. Further action was tabled for a later date.
- Next Board meeting was scheduled for August 9<sup>th</sup>, 2018 at 6pm.

Jennifer Gates made a motion to adjourn the meeting and open the floor for discussion and questions from the unit owners present. Peggy Penridge seconded the motion and all were in favor. The meeting was adjourned at 7pm. And the floor open for questions and discussion.