

## Minutes of Winds of Paradise Board Meeting held 3/7/19

**Location:** Winds of Paradise Clubhouse

**Time:** Meeting began at 6:01 pm

**Board Members Present:** Lynn Matsey, Jennifer Gates, Peggy Penridge, Carlos Alvarez and Phil Wicker.

**Property Manager Present:** Cheryl Hall

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Lynn Matsey called the meeting to order at 6:01 pm

Lynn **MOVED** to approve the minutes from 2/11/19 and **SECONDED** by Phil, all in favor, **MOTION** passed. The minutes were accepted as stated.

Reappointment of Officers:

Lynn **MOVED** to nominate Peggy Penridge as President, **SECONDED** by Jennifer, All in Favor, **MOTION** passed.

Lynn **MOVED** to nominate Jennifer as Treasurer/Secretary, **SECONDED** by Peggy, All in Favor, **MOTION** passed.

Lynn **MOVED** all other officer positions stay the same, **SECONDED** by Jennifer, All in Favor, **MOTION** passed.

**To recap officer positions:**

President – Peggy Penridge

Treasurer/Secretary – Jennifer Gates

Vice President – Lynn Matsey

Director – Carlos Alvarez

**Officer Procedures:**

OPM to copy Jennifer, Lynn & Peggy on all invoices. The Officers will forward construction or grounds work invoices to Carlos for review.

Jennifer will provide updates on tasks status to Officers approximately every 10 days.

Lynn will meet with Cheryl weekly to do grounds inspections.

The Officers will add Carlos Alvarez as a signer on the bank account.

Peggy **MOVED** to approve \$3500 in tree removal & cleanup, \$914 for irrigation work and \$250 for gutter work, **SECONDED** by Lynn, All in Favor, **MOTION** passed.

Landscape Update: Carlos will look for a licensed contractor to do the drainage work in the association.

Peggy **MOVED** to close the Chase bank account, **SECONDED** by Lynn, All in Favor, **MOTION** passed.

Lynn discussed the landscaping proposals to add soil & sod throughout the association. Top Notch's proposal was \$1900 and she obtained a second one for \$1400. The BOD agreed it is best to use their current landscaping company, even though higher so they would take responsibility for any sod that doesn't survive.

Lynn **MOVED** to approve Top Notch's proposal, **SECONDED** by Peggy, All in Favor, **MOTION** passed.

Lynn **MOVED** to approve \$125 to purchase donuts to go around sprinkler heads and half guards, **SECONDED** by Peggy, All in Favor, **MOTION** passed.

Can lights. The DOCS are unclear as to who is responsible for the Can lights. This item is on hold pending further investigation of the DOCS.

Peggy discussed the current Rules & Regs for the association and stated they some may not be applicable until they amend the association documents.

Carlos has been tasked in obtaining stucco repair costs throughout the association.

Cheryl from OPM stated she had Zigmund look at the hole in the building behind 1247 and the contractor stated we need to contact FPL first as they will most likely have to rebuild the wall. Cheryl will keep BOD updated.

Peggy discussed the recommendation from the Association Attorney Frank Ruggierri in creating a 'Clean Slate Letter' to be distributed to all owners stating what the owners are responsible for in cleaning up the exterior of the homes. No violation letters to be sent out for 30 days unless situation is interfering maintenance.

**FPL Conduits.** Discussion ensued about using a temporary fix for these conduits. Cheryl from OPM stated this is a safety hazard and recommended she contact Code Enforcement to make that determination. Cheryl will keep the BOD informed.

**Association entrance sign:** The association's sign was stolen. Peggy stated she obtained a proposal from Artistic signs of \$750 and will provide examples to owners before final product for their input. Requires 50% down for deposit. Lynn **MOVED** to approve, **SECONDED** by Jennifer, All in Favor, **MOTION** passed.

The BOD wants Lisa to send all new owners' copies of the association DOCS, Rules & Regs moving forward.

Peggy stated she has been waiting on a response from the insurance company adjustor concerning the recoverable depreciation.

Committees: Currently there is a Landscape and ARC Committee. Lou Murren volunteered to be on the Fining Committee. He will need to find two other volunteers that are members of the association.

Cheryl from OPM to obtain status of Wind Mitigation report.

Cheryl from OPM to purchase a Speed Limit sign that reads "15 MPH".

Cheryl from OPM to check to see if mechanical room should be locked.

Cheryl from OPM to send out a notice to all residents about pool toys left at the pool. Owners have two weeks to remove them.

Peggy **MOVED** to adjourn at 7:22, **SECONDED** by Lynn, Meeting adjourned.