

# WINDS OF PARADISE

C/o: Prestige Property Management

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## Board of Directors Meeting Minutes held August 13, 2020

This Meeting was called to order at 6:09 p.m.

A quorum was established with 5 of 5 Directors Present. It should be noted that due to the Covid-19 pandemic, this meeting was being held by "Zoom Video Conferencing" and was open to the membership. 7 Owners were also present by video.

Lou Murren motioned to approve the minutes from the Board Meeting held on 1-30-20 and from the meeting held on 2-10-20. Lynn Matsey 2<sup>nd</sup>. All were in favor and the minutes were accepted as submitted.

### Reports of Officers, Agents and Committees:

**President's Report:** Peggy Pendridge reported the following – there have been 6 sales in the development since the beginning of the year and there is one pending sale. The Board has been working on general maintenance items, approving ARC's, collecting outstanding dues from owners, working on small projects (rock and mulch in the pool area, replacing stucco behind 5 units, closing up gaps in hedges to keep folks from cutting through development to name a few), the master insurance policy was renewed and bids for painting and paving have been obtained and scope of work has been verified.

**Vice-President's Report:** Lynn reported that 2 irrigation timers have been upgraded to more "user friendly" system and some zones have been expanded hoping to give better coverage to the sod. She has been working closely with Top Notch as they have had a difficult time keeping employees during this time but she can report that they are doing better. Lynn also reported that prior to the painting project, there will be some bushes and trees that will need to be cut back off and away from the buildings but after multiple inspections, it should not be very many areas.

**Treasurer's Report:** Josh Patapow reported that the mid-year numbers look like you are trailing on Budget for the year. He read the amounts currently in both the Reserves and the Operating account. One line item was currently over in the budget and that is building maintenance however it should be noted that the stucco repairs to rear of the 1253 thru 1237 Beachside Lane units totaled \$5,300.00 in 2020.

**Secretary's Report:** Lou will be taking on maintaining the website and will reach out to owners who have not yet signed up to access the site. Peggy will help Lou with learning how to update, etc., the site.

### Old Business:

**New Rule Adoptions: Doors and Railings:** The Board reviewed the DRAFT Door Replacement Guideline drafted up at the workshop held in February. Peggy motioned to adopt the rule as submitted. Lynn 2<sup>nd</sup>. No Discussion. All were in favor and the guideline was approved. Lori will be sure all the members will receive a copy of same.

Peggy then motioned to approve the drawing for railing replacement guideline as determined at the workshop held in February and drawn up by Carlos Alvarez. Lou 2<sup>nd</sup>. All were in favor and the guideline was adopted. Peggy would like a photo of a recently completed railing using this guideline as an example accompany the drawing.

#### **New Business:**

**Review Property Management Contracts:** With Prestige Property Management not renewing their contract, proposals were obtained from 3 companies. After review of contracts and obtaining references, it was determined that Precision Property Management would be the best fit for the Association, and they came with stellar references. There was one area lacking in the proposed contract and Peggy reached out to the owner of the company, Carol Manders, to see if she would be willing to include an indemnification clause in the contract. It was clarified that the new firm would be added to the Associations' Errors and Omissions policy, which is standard protocol when hiring a management firm. As such, Peggy motioned to conditionally accept the contract submitted by PPM. The condition is that they accept the indemnification clause. Lou 2<sup>nd</sup>. It should be noted that the contract would take affect on September 1, 2020 as Prestige's last day to manage is August 31, 2020. With no further discussion, a call for a vote was made. All were in favor and the motion passed unanimously. There was general discussion regarding turn over and Lori informed the Board that she will work with Carol to ensure a smooth transition. She also suggested that they keep the PayLease/Zego account (which owners use to have their monthly dues automatically transferred out of their accounts and into the Operating account) under the umbrella of Prestige and make the change on January 1, 2021 after the new Budget is adopted so that owners don't have to change anything. The Board agreed and Lori will work this out with Precision.

**Award Painting Contract:** After review of 3 bids and ensuring that the Board was reviewing apples to apples buds – Lou motioned to accept the bid from Anchor Painting that has a base price of \$96,505 (which includes painting of the railings, exterior sides of the entry and garage doors and stucco/window sill repairs) on the condition that the membership approve the special assessment required to pay for the project and that the contract be sent to the associations' attorney for review. Peggy 2<sup>nd</sup>. All were in favor and the motion passed. It should be noted that Peggy worked extremely hard on verifying the scope of work and reached out to check references, which all came back for Anchor exceptionally well.

**Award Roadway Repaving Contract:** The Board has also been reviewing 3 bids for re-paving of the roadways. After a brief discussion regarding milling all the way to the base or leaving a thin layer of asphalt, Lou motioned to accept the bid submitted by ABC Paving for the amount of \$29,540.00 also with the condition of membership approval of the assessment and review of the contract from the attorney. Josh 2<sup>nd</sup>. It was questioned if this contract would need to have legal review. Lori mentioned that while is was a cut and dry contract, anything over \$10,000 really should have attorney review. The Board felt that this should also go the attorney for review. A call for a vote was made. All were in favor and the motioned passed.

**Discussion of Special Assessment:** Peggy informed the Board that due to not having a bid for the replacement of the soffits (several companies refused to even provide a bid) she would like to table this item until hopefully next week when one bid should be returned. The Board can call a meeting for this item only with a 48 hour notice. The Board agreed to table the item.

**Discussion of New Colors to Buildings:** For the past 2 months, the Board has been working on various options for new colors to the buildings. After working with Sherwin Williams and painting samples of the choices, a color scheme was agreed upon by the Board. Samples of this can be found on the south facing side of unit 2080. Lori will email the unit owners to ask them to please look at the color choice and to give any feed back they have back to her within 7 days so the Board can see how the residents generally feel about the choice. It should be noted that this color choice was made also at the suggestion of the painting supply house as it is less fade resistant than most others.

**Member Input on Agenda Items:**

Alan Doig – 1251 Beachside Lane received a letter stating that his garage door would need to be replaced prior to painting as it was severely damaged. Mr. Doig mentioned that the damage may have been caused by a skid that was placed there during maybe the roofing project. The Board was not aware of that incident. Mr. Doig said he is quarantined in Bogota, Columbia and was unable to replace the door in the 30 days stated in the notice. Lori said that she really just wanted folks to contact her to work out a plan in the next 30 days. He also stated that if anyone knew any company that would maybe take a credit card payment over the phone that would be helpful. As it happens, Lynn Matsey was to have a new garage door installed tomorrow. She will get Mr. Doig the information.

Kitty Rioux of 1246 (a new Owner) asked if she could get a copy of the new door guideline. Lori will email her the guideline and she asked if she should paint the exterior side. Since it may be a few months until the painting project commences, Peggy told her that she has the paint when she needs it.

Ernie Matern of 1249 Beachside Ln just wanted to thank the Board for all the work they are doing. He understands that volunteering for the Board is usually a thankless job but he can see they are doing a great job.

Taryn Riley of 1244 Beachside Lan (also a new owner) asked about the porches and she was told that they are the responsibility of the unit owner to repair or replace.

Discussion then focused on the Special Assessment and obtaining a bank loan to offer residents another option to pay the assessment. The Board had differing opinions on how much to get the loan for, the total project amount or just for those who need it. There are still questions from the bank we need answers on and hopefully by next week, all that information will be obtained.

**Next Meeting Date:** To Be Determined.

With no further Business to come before the Board, Peggy motioned to adjourn the Meeting at 7:43 p.m.