

Winchester Courts HOA, Inc.
Board Meeting Minutes
September 13, 2016
6:45 p.m. at Sea Breeze Office
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APPROVED

1) Call to order and confirm quorum of board members

A. Meeting called to order by Mike McCarthy at 6:49 with Board Members Sharon Bell and Rose White present. Also in attendance were property managers Michael Shatz and Beverley Jamason representing Sea Breeze Management.

B. **Absent:** Bill Catron

2) Reading of previous board meeting minutes or motion to forego

Motion by Sharon to forego reading and accept the August 9, 2016 minutes as presented. Seconded by Rose and approved unanimously.

3) Nomination of Peggy Kroll to Board of Directors

Rose nominates Peggy. Sharon seconds. Unanimously approved.

4) Treasurer's report and past due accounts

Sharon notes that association's insurance premium is over budget by \$35,000 for 2016. BOD directs Sea Breeze to offer payment plan for 23D (owes \$225) and 23A. (Note: 23A is paid up as of 9/27/16)

5) Treasurer's Report

Motion by Mike and seconded by Rose to accept the Treasurer's Report as presented. Approved unanimously.

6) Committee reports:

A- Resale/Rental:
11665 Ficus C Purchased

B- Landscaping:
Bushes not being cut regularly. Schedule walk around with Sharon/Landscaper.
BrightView needs to monitor crew work.

C- ARB review: None

D- Social/Welcome:

E- Fine:

F- Flat Roof Maint/Repl.:

BOD requests Campany to include 30-cancel without penalty clause in new roof Maintenance contract. BOD requests regular updates from Campany as to work in progress/completed.

BOD requests assessments from Campany as to the condition/remaining life of Hydrostop material on roof.

G- Building Painting:

Painting was done in 2003 and 2010. Schedule pending for next painting.

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H – Fence Maint/Repl.: None / BOD to wait until end of hurricane season to proceed with fence work.

I – Pest Control:

7) New & Unfinished Business combined with Manager's Report

- A. BOD requests Campany 4-yr. roof maintenance contract to include 30-day out clause with no penalty.
- B. Mansard cleaning bids: Board asks date of last mansard cleaning. Paid in Jan. 2014. \$7,269 (balance minus deposit). Sharon moves to have Seabreeze negotiate with Roof B Kleen on cost/add sidewalk. (2014 price reflects balance due after down payment).
- C. Sidewalk Solutions bid Oct. 2014 \$2074 charged last time. Need concrete company to come out and repour areas designated by Sidewalk Solutions.
- D. Transfer of Reserve Account at CenterState Bank to BB&T CDARS-Transfer \$1,000 to CenterState. Process new deposit signature cards.
- E. All-Time Towing Impound Agreement: Mike M signed.
- F. Parking space numbers: Seabreeze to provide list of corresponding space/unit numbers.
- G. Tall pine tree by tennis court trimming/cut: Eric to blow court clean. Steve has keys. Cut tree to the fence line. BOD asks Seabreeze to obtain quote.
- H. Lamp Post Cleaning by Eric/Extra Time: BOD approved.
- I. Seabreeze to obtain bids to replace light fixture on wooden post light by lake and two additional tall lamps.

8) Any other business that properly comes before the board

- A. Peggy inquires about solar panels on roofs. Get estimate: Possible to install on one portion of quad?
- B. Status of dryer vents: Ask Campany if screening is still there. (Yes) Must remove by code. Obtain another bid to remove screens and replace with flappers.
- C. Schedule 2017 budget meeting for November.
- D. **Open Forum** – Peggy Kroll: Speed limit signs requested from city. Newsletter desired for association. Newsletter should include updates on landscaping, recycling, roofs and other repair schedules on quarterly basis.

9) Confirmation of next meeting and motion for adjournment

Next meeting is scheduled for Tuesday, October 11, 2016 at 6:45 p.m. at the Sea Breeze office.

There being no further business, Mike motioned to adjourn at 8:54 p.m. Seconded by Sharon Meeting adjourned.