

Winchester Courts HOA, Inc.
Board Meeting Minutes
November 10, 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 Michael McCarthy at 6:45 with Board Members Mike McCarthy, Bill Catron, Sharon Bell and Rose White present. Also in attendance were property managers Michael Shatz and Beverley Jamason representing Sea Breeze Management.
- b. **Absent:** Peggy Kroll

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

Motion by Mike McCarthy to forego reading and accept the October 11, 2016 minutes as Presented. Seconded by Sharon Bell and approved unanimously.

3) Treasurer's report and past due accounts

No report. Motion by Bill Catron to forego Treasurer's Report and seconded by Mike. Approved unanimously

4) Committee reports:

A- Resale/Rental: None

B- Landscaping: White fly proposal signed by Sharon.

C- ARB Review: 11588 Winchester (Melagic) landscape ARB approved by Sharon.

D- Social/Welcome: None

E- Fine: None

F- Flat Roof Maint./Repl.: Company spring 2016 roof maintenance report summary: Overhanging trees on 9 buildings. Have 110 blisters left. 70-80 blisters repaired per inspection. Company will clean the gutters not downspouts in spring. Abel Gutters cleaned last time. 18 units have excessive debris in downspout. 34 have excessive debris in drain.

G –Building Painting: Painting done in 2003 and 2010. Schedule pending for 2017.

H –Fence Maint./Repl.: None. Review Bulldog Proposal re: permit fees. Need precise amount from Bulldog. Ask for copy of permit fees from 2016.

I – Pest Control: Sharon to check on landscaper placing ant bait.

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

A. Jim Nesbit, First Citizens Bank Roof Replacement Loan Presentation

Notes: up to 12 months before paying – draw period, contractor paid up front portion. As project proceeds, bank monitors work, fence company receives another draw once each phase is completed. Need to make sure work is done satisfactorily. Interest-only during draw period. This is not a long-term payment project – 3 or 5 yrs. max. (55 fences = \$200,000 – said Bill) Sharon asked about secured loan. No interest rate difference. Special assessment is the collateral. Association would pay from monthly reserve contributions. **Bank usually requires a special assessment.** Assoc. has fence reserves. Bank to determine if this acceptable. Payment amount matches 60 months flow from assoc. budgeted reserves. Need to negotiate with contractor when money is released. Permit fees must be included in overall loan amount. Bank approval can take only one week.

- B. Review 2017 Draft Budget for Distribution to Ownership - Bill motioned accept proposed \$320 per unit monthly assessment. Sharon seconded. Approved unanimously.
- C. Insurance Policy Renewal Review –ancillary policy: increase fence coverage to 250,000 total premium is \$114,000. Bill motioned to increase fence coverage. Mike seconded. Approved unanimously.
- D. Review Sidewalk Repair Bids – Triple M. Mike motioned to accept. Bill seconded. Approved unanimously. Mike Shatz said work likely to be carried out and completed in early December.
- E. Whitefly Treatment Bid: Bright View proposal for \$3,640 approved by Sharon. Bright View said work to be completed by Dec. 2
- F. Review Only Trees Trimming Proposal – TBD. Sharon to review property with Selvin.
- G. Confirm Mansard, Sidewalk & Wall Cleaning Schedule – January 17, 2016 likely start date.
- H. 2016 Roof Maintenance Report Review (See 4 F)
- I. Schedule Budget Meeting/Notification – Budget meeting set for Dec. 8, 2016. Sea Breeze to mail draft budget to owners week of November 21.
- J. Schedule Annual Meeting/Notification – Thursday, Feb. 2 first choice/Second choice is 14th.
- K. Review Modified ARB Form – Owner must pay for plantings, water daily for 30 days.
- L. Tennis Court: Bid to replace net posts and net received from Sports Surfaces. Sea Breeze to get additional bids.

6) Any other business that properly comes before the board

- A. Audience participation: Linda Pyburn #10C – property is in desperate need of repairs, cites numerous issues. Requests newsletter with schedule of projects. Complains of too much mulch – piled too high and is causing mold on bottom of fences.
- B. Dennis Leon #44A – Recommends that cost of bank loan be included in total monthly assessment and reduce the amount set aside for fence reserve. Fishtail palm tree is overgrown against his house/roof. Wants it removed entirely. Says there are vines throughout the east ficus hedge. Need to pull vines from the bottom portion to kill them off.
- C. Rose – landscapers need to pick up branches around property.

7) Confirmation of next meeting and motion for adjournment

Next meeting is scheduled for Thursday, December 8, 2016 at 6:45 p.m. at the Sea Breeze office.

There being no further business, Mike motioned to adjourn at 9:40 p.m. Seconded by Sharon. Meeting adjourned.