

Winchester Courts HOA, Inc.
Board Meeting Minutes
January 12, 2017
6:45 p.m. at Sea Breeze Office
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APPROVED 2/23/17

Open Forum

Linda Pyburn spoke on desired repairs. Was informed the association cannot hold checks for advance payment of assessment. Asked when building painting will take place. Bill Catron said building painting is scheduled for 2017. Peggy Kroll & Linda Pyburn to head Paint Committee.

1) Call to order and confirm quorum of board members

- a. Meeting called to order by Michael McCarthy at 6:50 pm with Board Members Mike McCarthy, Bill Catron, Sharon Bell, and Peggy Kroll present. Also in attendance, property manager Michael Shatz representing Sea Breeze Management.
- b. **Absent:** Dennis Leon

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

Motion by Bill to forego reading and to accept the December, 2016 minutes as presented. Seconded by Mike and approved unanimously.

3) Treasurer's report and past due accounts

No report as December year end financials not yet completed as of January 12, 2017

4) Request by owner of 21B & 36A to forgive late payment fees.

Board determined that late fees on the above accounts must be paid in full as the owner decided unilaterally to withhold a month's payment due to dissatisfaction over issue unresolved to their satisfaction.

5) Committee reports:

A- Resale/Rental: 23C – Daughter living in the community with fiancée. Board inquired whether family members need to have lease approval. Noted that family members have not been required to provide a lease in the past.

B- Landscaping: None

C- ARB review: None

D- Social/Welcome: None

E- Fine: None.

F- Flat Roof Maint/Repl.: Dormer is considered part of the roof. 1996 legal opinion obtained by the association is that the actual trim around windows is separate from roof. Maintenance is owner's responsibility. Owner's must address rotted wood issue before painting.

G – Building Painting: Linda Pyburn and Peggy Kroll volunteered to head the Paint Committee. Work expected to take place in 2017.

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H – Fence Maint/Repl.: Fence Painting: Mike McCarthy moved to accept bid by Coastal Painting to paint 12 fences installed in 2016 for \$2,700. Bill seconded. Board approved unanimously pending Bill’s receiving assurance from Coastal that contract excludes change orders. Bill to also seek more competitive bid from Munyan (\$6,480) as the association is confident in this vendor’s quality of work.

I – Pest Control:

8) New & Unfinished Business combined with Manager’s Report

- A. Workers Compensation Policy Renewal. Policy for 2017 signed by board president Michael McCarthy.
- B. Update on Scheduled Mansard, Sidewalk and Wall Cleaning: Work set to begin on Tuesday, January 17 through Wednesday, January 25th. Notices to be posted on mailboxes throughout the community on Friday, January 13th. Notices will also be posted on doors 24-hours prior to work.
- C. 4376 Hazel Roof Drain Cleaning: Sharon moved to accept bid by Main Drain Plumbing for \$375. Peggy seconded. Board approved unanimously.
- D. Tennis Court Fence Repair: Board agrees that fence repair funds should be drawn from tennis court reserve funds. Sports Surfaces submitted bid for \$1,900 to re-tie about 105’ x 50’ of fencing install approximately 10’ x 10’ of new wire and a new line post. Board requested second bid from Bulldog Fence.
- E. Storage Shed Cleaning out/Demolition: Project put on hold pending review of costs and obtaining additional bids for demolition and hauling away.

9) Any other business that properly comes before the board

- A. Late letters: Board requested revision to late letters so that reference is made to dates of previous mailings notifying owners identified as delinquent. Board inquired as to what steps might be taken to ensure late letters are received, this can be accomplished using certified mail but the postage alone is over \$6.00.
- B. Board requested that association documents be posted on Sea Breeze website in PDF format.

10) Confirmation of next meeting and motion for adjournment

The Annual Meeting is scheduled for Thursday, February 2, 2017 at 7:00 pm at the Palm Beach Public Library. Next regular board meeting to be held on Thursday, February 23 at 6:45 pm at Sea Breeze. Regular board meetings to be held on the 4th Thursday of each month.

There being no further business, Mike motioned to adjourn at 9:40 pm, seconded by Sharon. Approved unanimously. Meeting adjourned.