

COTTAGES AT WINDING CREEK, A CONDOMINIUM

C/o Sovereign and Jacobs
461 A1A Beach Blvd.
St. Augustine, FL 32080

REGULAR MEETING OF THE BOARD OF DIRECTORS May 15, 2019

Record of attendance:

Robert Orsino, President present
John Battistini, Vice President, present
Alan Rakitin, Sec. / Treas., present
Tom Angle, Director, present

Also present were Michelle Brown, Licensed Community Association Manager, Sovereign and Jacobs Property Management.

Roll was called, and a quorum of the Board of Directors was certified to be in attendance.

In accordance with Chapter 718.112(2)(c), F.S., proper notice of the Regular Meeting of the Board of Directors was posted at least 48 days prior to the meeting. The meeting was open to all Owners to attend and speak to Agenda items.

Robert Orsino, called the Meeting to order at 10:01 am

Approval of Minutes:

Alan Rakitin **moved** to approve the February 5, 2019 minutes with corrections, John Battistini seconded the motion. Motion passed.

Treasurer Report:

Through April, the association had \$80,247 in operating and \$510,704 in reserves. Accounts Receivable was \$918. The Association operated below budget for the month in the amount of \$4,119 and ended the year under budget in the amount of \$15,501. Alan Rakitin reported that the association in the first quarter of 2018 had a total of \$119,800 in expenses as compared to the 1st quarter in 2019 \$121,800 however, they association has paid the community insurance for the year saving the association over \$5,000 in interest.

Manager Report:

Several visits were made to the community since the last board meeting. During my latest visit to the community not only noted any violations but closed several that have since come into compliance.

The second gutter cleaning that was approved during a previous board meeting has been completed. There are a couple of units that are still having issues with water intrusion on the lanais.

There is a new maintenance man working for the Cottages, Jordan the previous maintenance man had given a 2 week notice and has since left the community. George is currently part-time, however, if the community needs full-time hours we can address this at a later time.

Committee / Officer Report:

None.

Unfinished Business:

- Roof Repairs – The roof inspections and repairs are in progress. Thirteen of the lower roofs have been repaired according to the inspections, 8 more still need to be inspected.
- Roof Inspections – 8 buildings remain to be inspected and repaired.
- Speed Bumps – Submitted for review and consideration are proposals for the installation of asphalt speed bumps. The current speed bumps are rubber and need to be replaced frequently. Duval Asphalt and AllPro Asphalt. Alan Rakitin moved to accept the proposal submitted by AllPro Asphalt. Tom Angle seconded the motion. Motion passed.

New Business:

- Dryer Vents – The board checked into the cost of dryer vent cleaning with the possibility of a reduced cost to owners if done in bulk. Owners to be notified to put their name on a list and if the minimal of 30 units is reached, arrangements to be made for the dryer vent cleaning. Owners will pay the vendor for the service. The reduced cost is \$65 per unit between November 2019 and March 2020.
- Insurance Appraisal – The insurance appraisal should renew this year, this cost was budgeted for the 2019 budget. Alan Rakitin moved to accept the proposal from Smith Appraisal Services in the amount of \$1,650. Tom Angle seconded the motion. Motion unanimously passed.

Adjournment:

Robert Orsino moved to adjourn at 10:53 am, John Battistini seconded the motion. Motion passed. The next board of directors meeting will be determined on a later date.