

COLONIAL MANOR WEST
Minutes - Board of Directors Meeting
March 29, 2022

Call to order - The meeting was called to order at ~1:40 PM by Simon Malak. Four board members were in attendance either in person or via Zoom: Erika Wagner, Gerasim Nyagolov, Gustavo Pineiro & Simon Malak which constituted a quorum. Also present were ~10 other owners.

Approval of minutes - A motion was made to waive the reading of the minutes of the last board meeting (Feb. 5, 2022) since they were available on the website. The minutes were accepted as written by a unanimous vote.

Treasurer's report - Tom Neubecker reported that we are pretty much on budget. A detailed report was not provided since the quarterly report will be issued in a few days and it will have the detailed first-quarter report. Tom did report that we have collected about 72% of the second special assessment fees. As of today, we have spent \$306,708 on projects funded by this and the previous assessment. We still have some substantial final payments on the renovation project to make, the final payments on the engineer's work, and the full payment on the plumbing project to make. We expect to come in under the total assessment (\$600,000) but will not know by how much until all of the projects have been completed. At that time, we will discuss how to refund the surplus (check or credit towards condo fees) or if the funds should be allocated towards reserves which the Florida legislature is considering (but not yet passed) making mandatory.

Finally, Tom reported that, as of today, we have a total of \$44,948 in our operating account, \$255,026 in our special assessment account.

Roofing Contract – Our 10-year contract with SK Quality Roofing expired in February. They wanted us to renew the contract for another 10 years at a cost of ~\$8,000/year. However, we learned from our insurance agent that we may lose our eligibility to be covered by a private insurer if our roof is over 25 years old. We don't know if putting another layer on counts as a "new roof". In such a case, we would have to insure with Citizens which is very expensive and could expect massive increases in each successive year. As an alternative we asked SK to give us a quote on a 1-year "maintenance" contract where they would inspect the roof twice a year and make repairs of up to 100 sq. ft./visit (200 sq. ft./yr.). Anything over we would have to pay additional. If we take that route, we can decide if the roof needs replacement in a year or two and not be locked into a 10-year contract. The cost of this contract would be \$2,000. A decision to accept the 1-year maintenance contract was made by the board and adopted unanimously.

In addition, Scott Katzer (owner of unit 102 and a structural engineer) suggested we have an updated wind inspection done on the roof that we could take to our insurers to get a better idea of when/if a new roof might be required or if our current roof qualifies as "new". Scott will submit a bid to do this inspection for us. In addition, Tom Neubecker will get a bid from the last company we used. Several board members also agreed to contact some roofers to get bids for a new roof (not a recoating – since we already have two coats) which would meet the insurer's requirements.

Leak into the 102/202/302 stack – Simon reported on the recent leaks into the '02 stack. There was an initial leak due to a cracked stack and that was repaired. However, soon after that another leak appeared. There was some question if it was from the shower pan in unit 302 or from a water supply line within the wall. While a final determination is still being made, there was a question of who's responsibility it is. Tom Neubecker explained that any plumbing within the walls is the responsibility of the condo association and any plumbing issues within the unit are the owner's responsibility. Thus, if it is due to the shower pan and the shower has to be ripped up and repaired, that would be the owner's responsibility. If it is a leak in the water supply line in the walls, that would be the association's responsibility. The association is also responsible for any drywall repair associated with accessing the plumbing. However, the unit owner is responsible for any interior finishes (paint, wall paper, tiling, cabinets, etc.).

Status of the renovation project – Simon reported that the construction project should be completed this week. A "punch list" has been sent to the contractors with a list of items we would like them to address. They may spend an additional week or so addressing these items. A couple of larger items are questionable as to if the contractors will take responsibility. These include damage to the garden area (bushes, mulch, lawn) and damage to the surface of the east parking lot (need to be resurfaced). It was agreed that we should at least get estimates of what the repairs might cost and ask for a credit towards the final payment. Eileen Borman offered to get an estimate on the resealing of the side lot while Tom estimated the repairs to the garden area to be in the range of \$500-\$1,000.

Simon also reported that the final contract fee should be about ~\$256,000 (about \$100,000 over the initial estimate) and the final engineering fee should be ~\$80,000 (~\$30,000 over initial estimate). While these are substantially over what we had projected with the \$400,000 special assessment, it is under \$600,000 total we are collecting with the supplemental \$200,000 assessment. We will now know until the end of this project, the plumbing project and some associated repairs how much under we will be, but it could be up to \$100,000.

Update on sewer line replacement project – Simon reported that Paradise Plumbing asked for a 5% increase in their payment since the contract was signed last June and they were unable to begin the project until the construction project was done. That was almost a 9-month delay in which time material and wage costs went up. The board agreed to the rather modest increase so that it will now cost us about \$125,000 instead of the \$118,00 initially quoted.

Tom met with Matt Rich (owner of Paradise Plumbing) who will be performing the sewer replacement project. Matt indicated that he wanted to begin the project in the 3rd week of April. He estimated the project will take ~4 weeks to complete. They will begin at the front of the complex (connect main line from the building to the sewer line in the street), then begin tunneling under units 111 & 112. They would put those line in then work back to 110, 109, 108, 107 and the community room and 1st floor laundry room in that order. When the project begins, parking will be restricted for spots #1-#11 (at least during the day when they are working). We will be asking people assigned to those spaces to use guest spots or park across the street at the mall. Also, while the plumbing system can be used when the tunneling is being done it CANNOT be used when Paradise is there replacing the plumbing lines underneath. This will generally be between 9AM and 4PM on those days. So, if you see Paradise trucks working out in front, units 107-112, 207-212 & 307-312 cannot send anything down the drain until they have left for the day. You are free to use the plumbing fully once they have left for the day. Also, the community room bathrooms and first floor washer cannot be used, nor can the outdoor shower since these all drain to the west side where the pipes will be disconnected. The east side (units 101-106, 201-206 & 301-306 are unaffected by the project and can use their plumbing at all times.

Communication with the board – Simon suggested that, except for true emergencies, owners and renters should contact the board by sending an email message to our email address (colonialmanowest@gmail.com). Tom Neubecker, who monitors the email, will forward any messages to the Board members for possible action. For the time being, Tom has the emergency access keys and is probably the most appropriate person to contact in a true emergency. However, he suggested that the board strategize on who will serve as the emergency contact long term since he will be selling his unit sometime in the next few months. Perhaps the board may want to consider hiring a property manager or management company. No decision was reached.

Change in officers – Simon submitted his resignation from the position of President since it was taking so much of his time. He suggested that Gustavo Pineiro be made the new president and that Erika Wagner be made vice president. Both – reluctantly – accepted. Simon will continue in his position as Treasurer and Ann will continue her position as Secretary and Tom will remain as a “non-director” assistant Treasurer. A motion to revise the officers as outlined above was made and adopted unanimously.

Owner Questions/Input – Eileen Borman wanted to make several comments about vacation rentals. She recounted a few instances where the police were called over disturbances. While there was some confusion over which unit(s) were causing the disturbance, it was generally agreed that these issues need to be dealt with quickly and should be brought to the attention of the managers of the units as soon as they occur. Eileen also felt that the occupancy limits of the units were being exceeded. There was some disagreement as to what those limits were. Finally, Eileen asked that each vacation rental have a folder or sheet in each unit detailing the “rules and regulation” for living there so that the vacation renters follow the same rules as all the other residents.

Adjournment – There being no further questions, the meeting ended at ~3:30 PM.

Respectfully submitted,
Tom Neubecker