

COLONIAL MANOR WEST
Minutes - Board of Directors Meeting
August 23, 2022

Call to order - The meeting was called to order at ~5:30 PM by Simon Malak. Four board members were in attendance either in person or via Zoom: Ann Smalarz, Gerasim Nyagolov, Gustavo Pineiro & Simon Malak which constituted a quorum. Erika Wagner joined in later. Also present were ~6 other owners.

Approval of minutes - A motion was made to waive the reading of the minutes of the last board meeting (6/6/22) since they were available in a previous email. The minutes were accepted as written by a unanimous vote.

Updates – The board reviewed the following updates concerning the complex.

- *Bank statements/control (Beyond the agenda):* The board removed Tom from the CMW bank accounts and control. Gustavo, Ann, and Simon are on the accounts. Financial statements provided upon request by emailing Treasurer at colonialmanorwest@gmail.com
- *Concrete work & permit finalization:* The concrete work is completely finished but there were two outstanding permits. The ten-year permit was submitted and closed while the construction permit is still outstanding. The Construction permit expired and needs to be renewed by paying for a new one, a cost of over \$2,000.00. It is unknown if UPE or the contractor is responsible for the outstanding permit. Gustavo is negotiating with the city to reduce the fine on behalf of the board. After negotiations are complete, HOA will go back to UPE and the construction company to determine who is responsible.
- *Painting catwalk/sidewalks:* Project complete.
- *Landscape repair:* Project complete.
- *Resealing & restriping parking lot:* Project complete.
- *Plumbing issues in the “11” stack that was repaired:* Project complete.
 - Simon Malak explained that when the cast iron in the plumbing is left unused for long durations by seasonal residents or unoccupied units, the cast iron gets brittle. Upon occupying the unit and using the water, the drain piping and/or connectors that are cast iron crack and cause leaks. That’s what happened in this instance when unit 311 started being occupied again. Pipe/connector cracked and leaked all the way down to unit 111 and both bathrooms of 211 had to be open to repair the cracked pipe in 311.
- *Westside plumbing sewer replacement:* Project complete.
 - Possible collapse of one of the new replaced pipes. Issue was worked on and repaired: When the building was built, there was a large piece of cement that hung under the foundation work and when they bore out the tunnel to work under the building on replacing the sewer lines, the cement piece had no support from the dirt that was removed. The cement piece fell on the newly replaced drain pipe and crushed it. Paradise repaired free of charge.

Issues Raised –

- *Smoking fumes coming in from other units that are disturbing to other residents:* It was suggested by Tom for resident to purchase an air filter as smoking is allowed in units.
- *All lock issues some but not all that need to be attended to are the westside front gate code that sticks, the 2nd floor laundry room that is inoperable, and the recreation room front door lock (LIST ALL LOCATIONS DISCUSSED):* Board requested Property Manager to contact vendor to check and repair all listed locks. 1. West entry code 2. Second floor laundry room door 3. East exit latch doesn’t open 4. Rec room lock

Assessment –

- *Board discussed the final bills for the Special Assessment projects and proposed refund (or credit) of surplus to owners:* There was a discussion on how to disperse the funds for the special assessment projects. The board estimates up to \$5000 extra unknown costs (permits, UPE, etc.). Simon provided the following example: If the fund has approximately \$78,000, \$5,000 is “Held back” as a reserve to pay off the potential

bills yet to come. Of the remaining balance of \$73,000, it would be refunded to the HOA based on their percentages. The \$5,000 would be held in reserve in the special assessment fund until all bills are paid off. Whatever is remaining, for example \$2,000, the account would be converted from being titled "SPECIAL ASSESSMENT" with a balance of \$2,000 to being titled the "RESERVE" account. HOA and Board approved to waive refunds of the remaining balance and have the board apply that balance as an initial deposit into the reserve account and deduct that balance from the amount yet to be determined as the Reserve assessments for 2023. The motion passed unanimously.

Reserves –

- *Discuss new law requiring reserves, our current reserves status and when reserves will be required.* In the state of Florida, reserve study focuses on safety building issues such as structural, electrical, roof, elevator.
 - *Locating and retaining a reserve study professional to create reserve study that will be funded.* Property manager to obtain bids for study. The motion to hire and retain a reserve specialist passed unanimously.

Post discussion of who will take over Tom Neubecker's responsibilities –

- *Board has discussed the need to hire a property management company and will formally ratify a new property manager that will handle the building.* Property manager will be retained to assist board in managing the building that Tom was doing so well for so long. The board decided to retain Jillian Panzella to assume the role. Motion to ratify property manager of CMW with payment of \$1000/ month. HOA and Board passed unanimously.
- *Pass out all contact information and introduce property manager.* Property manager to email HOA general and emergency contact information.
- Contact information is also listed below:
 - **EMERGENCY CONTACT EMAIL – cmwemergency@gmail.com**
 - **PM PHONE NUMBER – 954-546-2409**
 - **GENERAL BOARD COMMUNICATIONS – colonialmanorwest@gmail.com**

Owner input and questions –

- *Kevin* listed out several issues. The Board has reviewed all of Kevin's notes and has realized the majority of the issues would be resolved by communicating to the Board by reporting issues and matters to the Property Manager as they come up.
- *Elevator:* There is an inspection coming up. Elevator was fixed during assessment. We are contracted with Motion Elevator and cannot hire anyone else. Motion submitted a bill for repairs, Board agreed to hold off on proposal of work to fix elevator until after inspection. Property Manager was requested to find an elevator inspector and retain him to inspect the elevator. Tom had sent out the previous elevator inspector's name in an email.
- *Cleaning:* Karen will email the Board her cleaning schedule.
- Monthly calendar will be posted on bulletin board for all scheduled meetings, proposed times of inspection due dates if known, work schedules if projects are going on in building, cleaning, and trash pickup.

Tom N. – The Board and the HOA thank Tom Neubecker for his many years of dedication and service to CMW and present him with a gift and Thank you card.

Adjournment – There being no further questions, the meeting ended at ~6:55 PM.

Respectfully submitted,
Property Manager