

WINDSOR ISLAND RESORT, HOA

BOARD OF DIRECTOR MEETING MINUTES

Date: April 25, 2024

Time: 5:00PM

Place: Virtual meeting via Zoom

CALL TO ORDER:

The meeting was called to order at 5:02 pm by David Williamson, President of Board of Directors.

CERTIFY QUORUM: Called by Chairperson, Catrina Smith- Property Manager

BOARD MEMBERS PRESENT:

David Williamson – Board President

Derrick Diazoni– Vice President

Kay Dean – Board Secretary/ Treasurer

PRESENT VIA ZOOM CALL REPRESENTING CASTLE GROUP:

Brian Quillen- Regional Director

Orlando Franco – General Manager, LCAM

Catrina Smith –Property Manager, LCAM

PROOF OF NOTICE OF MEETING:

The notice and agenda of the meeting was sent out via email April 22, 2024, with 48-hour notice.

READING AND DISPOSAL OF ANY UNAPPROVED MEETING MINUTES:

Kay Dean approved March 26, 2024, Board of Directors Meeting Minutes. Derrick seconded approval. Motion approved.

NEW BUSINESS:

A) Split Unit of Kitchen Closet

i. Three proposals were presented by Orlando:

- *Del-Air* Proposal \$10,000.50 – no option for exhaust fan
- *Commercial HVAC* Proposal \$3,750.00 (Two options) – install exhaust fan \$1,740.00.
- *Ambrose Air* Proposal – \$7,485.00 – no option for exhaust fan

ii. David made a motion to table the selection to await a quote on the movement of the equipment. Derrick seconded the motion. The motion was approved.

B) New Parking Sign Proposal

i. Orlando presented a proposal from *Onsight* for a total of 92 signs to be replaced at \$8,861.95. Verbiage was adjusted and finalized by the board. Derrick made a motion to approve the proposal. Kay seconded. Motion was approved.

C) SymLiv or Proptia Proposal

i. For the replacement of our current gate software *Dwelling Live*, Orlando presented a proposal from *Proptia* to be installed by *Insyte* for \$126,436.99. *Insyte* covers all repairs and

maintenance on technology with the Clubhouse and the community gates. *Insyte* monthly bill is \$2,822.00 month to month agreement.

ii. Orlando presented a proposal from *Symliv* to be installed by *Insyte* for \$112,822.31.

iii. David proposed to finance selected software to avoid using funds from the Reserves. The selection was tabled for further discussion. David motioned to approve the amount on the hardware configuration for the front and rear gate. Up to the amount of \$165,000 was approved with financing. Derrick seconded.

D) 2023 SOD Project – 2024 payment to be moved to 2023.

i. Derrick motioned to approve the movement of money from 2023 budget, so it does not affect 2024 budget. Kay seconded the motion. Motion was approved.

E) Pool Lightening Result and Extended Pool Hours Operation

i. Orlando Proposed extension of Clubhouse hours, until September 30, 2024. David motioned to approve. Derrick seconded. Motion was approved. Hours below:

- Pool 10:00am-9:00pm
- Kitchen 8:00am-9:00pm
- Breakfast (Grab and go) 8:00am-11:00am

ii. The board requested a weekly event, preferably on a Friday with biweekly sales updates.

F) Management's approval limit on Proposal

i. David made a motion to approve the amount that Castle Group for \$1,000, not to exceed \$5,000 with the approval of one board member. Derrick seconded the motion. Motion was approved.

G) Vehicle Count per Home

i. David made a motion to approve. Derrick seconded. Motion was approved. Will be enforced June 1, 2024.

- Townhome (3) vehicles
- 40s (4) vehicles
- 50s (5) vehicles

H) Solar Power for Townhomes

i. ARC applications for solar on the townhome rooftop, must be accompanied by a waiver signed by an owner on the deed or a representative thereof with a wet signature. David made a motion to approve. Derrick seconded. Motion was approved.

ADJOURNMENT: With no further business to address the meeting was called at 7:48pm. The Townhall meeting followed.

Approved



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Windsor Island Resort, HOA