

## **Gulf Winds East Condominium Association, Inc**

### **BOD Meeting Minutes**

Friday, August 2, 2024

Location: Seacrest Southwest Conference Room  
1044 Castello Drive, Suite 206  
Naples, FL 34103

Or

***Via Microsoft Teams***

#### **Board Members Present**

President – Robert Polo

Vice President – Mitchell Stern

Treasurer – Roseann Marinelli

Secretary – VACANT

Director – Donna Ruble

Director – Doug Saturnino

#### **Seacrest Southwest Present**

Property Manager – Katelyn

Kubasik

Regional Director – Diane Chirino

#### **Others/Absent:**

Director – Justin Lafountain

#### **Call to Order and Establishment of a Quorum**

The meeting was called to order at **1:21PM** by Robert Polo, **President** of the Board of Directors. A quorum of Directors was established.

#### **Proof of Notice of Meeting**

The Notice and Agenda of Meeting was delivered to the Directors and unit owners, posted on the **onsite bulletin board as well as the association website and AppFolio** on 7/31/2024.

#### **Approval of Past Meeting Minutes**

Meeting Minutes of prior meeting from **July 25, 2024**, were presented.

**MOTION:** **Roseann Marinelli** made a motion to approve the minutes of the prior meeting as written. The motion was seconded by **Robert Polo**. The Board unanimously passed the motion.

#### **President's Report**

Robert Polo announced that The Board has transferred a CD reserve of \$103,000 that was only getting 1% interest at the current bank, to First Foundation Bank getting 5% interest for a term of 9 months.

Robert went on to inform everyone that while interviews are underway for a new on-site Maintenance Technician, there is a cleaning lady coming to the property weekly to clean around the buildings, elevators and bathrooms.

#### **Treasurer's Report**

Roseann Marinelli gave an update and said that currently the cash is almost \$600,000, that's \$258,471 in the operating account and \$343,000 and change in the reserve. As of June, GWE was over budget by \$42,800, most of which is property insurance, and will be dealt with hopefully on August 16<sup>th</sup> at the Special Assessment meeting.

## **Seacrest Southwest Report**

Katelyn announced that Collier County has issued a boil water notice for all residents along Manatee Rd. It will be in effect on Tuesday, August 5, 2024, for 48-hours. Collier County has put notices on every door in the Gulf Winds East Community and Katelyn also emailed the notice out to all residents.

### **ARC Updates**

Mitchell Stern reported no changes or updates for ARC projects.

### **Landscaping Updates**

Donna Ruble went into landscaping updates stating that beautification need to be done. She went on to say, until there is an update on the budget for landscaping, everything is on hold. She stated that the trees won't be trimmed before hurricane season is over as it has been suggested to leave trees how they are to help break the winds. She went on to mention a water problem behind building F, there seems to be constant flooding with the rainy season, and it is impacting the shrubs back there as well as in the lot near the doctor's office on the other side of Mulligan Lake. Donna suggested that the low areas be filled in with clean fill. Next, she brought to attention that there are several trees that aren't Palm Trees that need to be trimmed, and the sprinklers need sensors to help with the flooding situation.

*At this point in the meeting, Donna Ruble resigned from her seat on the Gulf Winds East Board of Directors effectively immediately. A quorum of Directors was still present.*

### **New Business**

#### **Gutter Solutions- Approval of Proposal for Gutter Cleaning**

This proposal from Naples Gutter Solutions is to inspect and clean the gutters/drainage holes at buildings A,B,E,F,G,H. Buildings C & D have not had any issues. The cost is \$350 per building for a total of \$2,100.

**MOTION:** Robert Polo made a motion to approve the proposal from Naples Gutter Solutions at \$350 per building for a total of \$2,100. The motion was seconded by Doug Santurnino. The Board unanimously passed the motion.

#### **Key Security- Approval of Proposal for Camera System Repair**

This proposal from Key Security is for the repair of the camera system and hard drives throughout the Gulf Winds East Property that are not currently working. The cost for the equipment and repair is \$1,281.22.

**MOTION:** Robert Polo made a motion to approve the proposal from Key Security for \$1,281.22 to fix the camera system. The motion was seconded by Doug Santurnino. The Board unanimously passed the motion.

#### **Elevators/Locksmith- Approval of Proposal for Lock Upgrades**

This proposal from A&S Locksmith is for lock upgrades to the elevator control rooms. There have been several incidents recently that lead the locksmith and elevator company to believe that someone has been breaking into the control room and tampering with the elevator controls, leading the system to be shut down and needing a reboot. In addition, the deadbolts are recommended because the current locks are very rusted out from water damage.

**MOTION:** Roseann Marinelli made a motion to approve the proposal for \$1,950.40 from A&S Locksmith for the lock upgrades. The motion was seconded by Doug Saturnino. The Board unanimously passed the motion.

The elevator discussion continued, and a proposal from Delaware Elevators for \$30,480 to repair elevator E was brought to attention. Currently, elevator E is the only one on the property that is on an OTIS operating system. Meaning, when elevator E breaks down and needs parts, they must be ordered through OTIS only, this is costly and more time consuming. This is also the source of most of the issues

that elevator E consistently has with breaking down. In order to get elevator E off of the OTIS operating system, the proposal is \$30,480.00.

Robert Polo asked if there was an extra \$30,000 for this repair. Roseann Marinelli said that there is money in the reserves for elevators, but less than \$30,000. Robert Polo clarified that the belt on elevator E is currently being repaired, once that is repaired the elevator will run fine and be accessible, but anytime there is an issue, until we get off of the OTIS operating system, parts will take longer to come in, it could take up to several months.

Robert proposed that the Board waits until after the Milestone Inspection repairs are made to determine what monies may or may not be needed and then can move forward with fixing the operating system. The rest of the Board agreed, and Roseann stated that she will reach out to Delaware Elevators to negotiate the contract/repair.

### **Leak Detection**

Katelyn explained that there are a lot of residents at GWE who have been coming forward daily since she has started, about ongoing water-intrusion issues that they have been experiencing. Most of these reported issues are said to have been going on for an extended period of time. Katelyn went on to say that she is trying to take immediate action to address these issues for the residents, as they are serious.

The first step of action: Wright Way Emergency Services came out this week and walked through several of the units with reported water-intrusion. There was no charge for this assessment. Wright Way will be providing GWE with a quote for the cost of going through every unit on the water-intrusion issues list, along with the unit above them if it is unit-to-unit water intrusion, to inspect and provide a report of the issue, help to identify the association's responsibility and unit owners responsibility, and they will also provide a proposal for the repairs that the association is responsible for taking care of.

### **Renters- Board Discussion on Process/Procedures**

Robert Polo stated that there have been some concerns and confusion when it comes to guidelines and a timeline for reviewing and approving rental applications. He went on to say that recently the Board was only given a day to approve an application, and this process needs to be corrected so the Board has the materials on time.

Diane Chirino spoke up and let Robert know that Seacrest has a process and has been very clear with the process. Owners that want to lease their units should submit their applications well before 30 days prior to the start date. There is a 30-day processing fee that Seacrest requests. The processing date isn't necessarily the date that the application is dropped off or turned in, it is the date that Seacrest receives all materials needed. So, if there are pieces missing when the application is first submitted, the processing date won't begin until all pieces are obtained, and the application is submitted in its entirety. The Board has 10 days by law to approve the lease, the Board should receive the application within 5 days of Seacrest receiving it in its entirety. The earlier the application is sent in, the better. It is recommended to residents to send in their application 2 months in advance.

Diane went on to say that there was also a hold up on approving leases because there were questions from the Board on invoices and charges that Seacrest Southwest sent out, none of the invoices for Seacrest Southwest were being paid so the office manager reached out and let the Board know that Seacrest Southwest will not continue processing applicants until the overdue invoices have been paid. Once that was clarified, and the Board understood the process, the processing of applications resumed.

The discussion went on to review reasons why the Board may deny a lease application. Diane reminded the Board that ultimately it is the Board's decision on which applications they choose to deny. When the property management company and the attorney are trying to guide the Board and tell them that some of their reasons for denying are not grounds for disapproval, it is up to the Board if they wish

to take the advice, but keep in mind these could be potential lawsuits that the Board is setting themselves up for.

Diane continued on to say that if a homeowner is behind on their dues and fees, and they submit an application, it will be put on hold until that homeowner is all caught up on their past due amounts.

Roseann Marinelli brought up one more point, the Board believes that according to their docs, extreme derogatory credit issues, can be grounds for the Board to deny a lease. Diane asked how they would determine if a poor credit check were because someone is going through a tough time or just can't manage their finances well. She went on to say what makes things clear is if someone has patterns of evictions, missed payments or negative financial behaviors. The docs do not list a credit score that is required to live on property. She went on to say that misdemeanors are also not grounds for rejection, however, Roseann felt that multiple misdemeanor arrests in combination with bad credit is a red flag and from the Board's perspective those types of people shouldn't be living in the GWE community.

## **Old Business**

### **Rimkus Reports- Board Discussion**

Robert Polo explained that Rimkus came to the community to conduct Structural Milestone Inspections on all 8 buildings. Katelyn stated that she has talked with 3 different contracting companies, she sent them the reports from each building to review, and also let them know that the first priority is E107 and the crack in the lanai column. E107 is listed on the Milestone report as needed repair.

Katelyn goes on to say that she recommends a contractor that is a "one-stop-shop" and can complete all of the repairs needed on property (interior/exterior). This would include water-intrusion repairs if needed. Katelyn stated that the last company coming out for proposals is Elias Brother Group on Tuesday, and then the 3 proposals will be presented to the Board.

Roseann Marinelli brought up that Rimkus has requested some documentation to support things that have been done on property over the years. The list of items they are asking about, needed to complete their final report due at year end, Roseann has gathered a lot of the information, however a lot of the information is splintered because of the change in management companies and Board leadership. Roseann asked if there are any owners who were previously on the Board, on the call, if they could send over any documentation on structural work that has been done at Gulf Winds East in the last several years.

### **Appointment of New Board Members- BOD Discussion**

The Board has a vacant Secretary seat, as Bobette Morin resigned in July. There were two resumes received with interest in the open seat. The Board now has another vacant Director seat, as Donna Ruble resigned earlier in this meeting.

**MOTION:** Roseann Marinelli made a motion to table the appointment of new board members until the next meeting. The motion was seconded by Doug Saturnino. The Board unanimously passed the motion.

### **Board Meeting Schedule**

The proposed monthly Board of Directors meeting dates were presented. The dates coincide with the 3<sup>rd</sup> Friday of the month at 10am, unless otherwise noted by the Board.

Robert stated that the plan for future meetings is to get all of the necessary technology set up in the lobby of building A so that meetings can be held on GWE property. He hopes this is ready to go for the next Board meeting in September.

**MOTION:** Robert Polo made a motion to accept the proposed Board Meeting Schedule as is. The motion was seconded by Mitchell Stern. The Board unanimously passed the motion.

### Owner's Questions & Comments

The following homeowners asked questions/made comments:

- Bobette Morin- commented on leasing/sales application approval process
- Donna Ruble- commented on leasing/sales application approval process and the Milestone Report findings
- Bill Himaras- commented on landscaping concerns, elevator contracts, lease application process, and concerns on Board members.
- Janet Orey- commented on the gutter cleaning proposals, the cameras systems, elevators and the water-intrusion issues in her unit.
- Deborah Malloy- commented on the need for more communication and information sent to her, as well as storage areas on property, AC temperature in the buildings that have lobbies, the association's ability to make repairs if an owner is noncompliant, the renters in the unit above her and landscaping concerns.

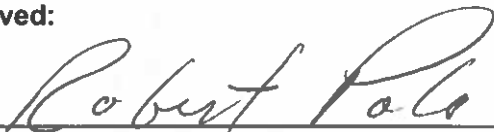
### Adjournment

**MOTION: Robert Polo** made a motion to adjourn the meeting of **August 2, 2024, at 3:14PM**. The motion was seconded by **Roseann Marinelli**. The Board unanimously passed the motion.

Respectfully Submitted,

**KATELYN KUBASIK, LCAM**  
Seacrest Southwest

Approved:



**Robert Polo, President**  
**Gulf Winds East Condominium Association, Inc.**



