

WESTWINDS VILLAGE, INC.

FINANCE COMMITTEE MEETING MINUTES

April 12, 2023 AT 2:00 PM IN THE OFFICE CONFERENCE ROOM

Call to Order: The meeting was called to order at 1:57 pm by Gale Grems, ROC Board Treasurer and chairperson of the Finance Committee.

Roll Call: Those present were Gale Grems, Adel Poholsky, Jim Richards and Pat Farley in person. Wayne Bailey and Bob Ronald were present by Zoom. Also, present was Lou Paul, manager. Guests were Pat Wright, Doug Rolli and Larry Bass.

Gale Grems introduced Adele Poholsky as the new member to the committee.

Minutes Approval of the February 2, 2023: A motion was made by Bob Ronald and seconded by Pat Farley to approve the minutes from the February 2, 2023 meeting. All in favor, motion carried.

New Business:

Treasurer's Report: Chairperson Gale Grems gave a report regarding the current financial status of the Association. A copy of that report is attached to the minutes. Wayne Bailey asked if the new CDs will be reflected on the financial statements. Gale Grems advised that she would be consulting with Cheryl Anderson of Accounting Solutions in this regard.

Reserve Update: Jim Richards gave a report regarding the projects that have been completed and those projects which are pending. He also provided an overview of the Reserve spending from October, 2022 to April, 2023. Both reports are attached to the minutes.

Banks Updates: Gale Grems stated that she will be getting website access to the banks accounts. She researched Bank OZK regarding our usage of the bank. The last deposit to the bank was in 2017. Gale has been looking at CDs at the Bank OZK. Currently a 7 month CD would have 4.4% APY interest and a 13 month CD would have 5% APY. Gale was going to check to see if there was a minimum requirement for a CD. Wayne Bailey suggested a 13 month CD instead of a 7 month CD. Wayne also mentioned there could be a penalty and loss of interest if there is an early withdrawal. Gale will check into any penalties.

Wayne Bailey made a motion to deposit \$175,000 into a 13 month CD with the Bank OZK. This was seconded by Bob Ronald. All in favor, motion carried.

Beautification Committee: Gale Grems advised the committee that Marcia Bergman from the Beautification Committee approached Gale that the Committee would need an additional \$3000 above what is budgeted in the Landscape Maintenance Account. Currently there is \$2000 in the budget. Discussion ensued. A copy of the proposed landscaping plans are attached to the meeting minutes.

Adjournment: A motion was made by Pat Farley and seconded by Adele Poholsky to adjourn the meeting. All in favor, motion carried. Meeting adjourned at 3:38 pm.

Lou Paul

Lou Paul, CMCA
Acting Secretary

Approved July 12, 2023

**Treasurer's Report For BOD Meeting, April 10, 2023
For The Period Ended March 31, 2023**

	Jan 31 <u>2023</u>	Feb 28 <u>2023</u>	Mar 31 <u>2023</u>	Apr 30 <u>2023</u>
From The Balance Sheet:				
Centennial - Operating Acct.	\$216,392.36	\$198,525.49	\$197,805.47	
Ozk Bank - Operating Acct.	183,294.96	183,355.22	183,433.08	
Merrill Lynch - Reserves Acct.	549,444.56	555,821.79	515,373.48	
	<u>\$949,131.88</u>	<u>\$937,702.50</u>	<u>\$896,612.03</u>	<u>\$0.00</u>
Accounts Receivable	\$3,926.95	\$4,377.89	\$4,441.95	
From The Income Statement:				
Total Income	\$119,140.22	\$111,915.88	\$110,521.93	
Total Expenses	-115,678.77	-92,158.42	-78,778.09	
Total To Reserves	-25,620.00	-25,620.00	-25,620.00	
Net Income	<u>-\$22,158.55</u>	<u>-\$5,862.54</u>	<u>\$6,123.84</u>	<u>\$0.00</u>
Reserves Account Activity:				
Merrill Lynch Beginning Balance	\$535,652.25	\$549,444.56	\$555,821.79	
Deposits	26,511.31	26,447.23	26,970.44	
Checks Written	-12,719.00	-20,070.00	-67,418.75	
Merrill Lynch Ending Balance	<u>\$549,444.56</u>	<u>\$555,821.79</u>	<u>\$515,373.48</u>	<u>\$0.00</u>

Comments:

Real Estate Sales Commissions to date are zero. Four CDs were purchased in March at \$50k each (total \$200,000) from our Merrill Lynch Reserves Account. The interest will be paid at maturity in June, September, December 2023 and March 2024 and will be reported when received. The litigation for non-payment of maintenance fees is continuing.

Our financial statements are posted monthly to our website, westwindsbradenton.com.

The next Finance Committee meeting will be held Wednesday, April 12, 2023 in the Office Conference Room at 2 pm. All shareholders are welcome to attend.

Respectfully Submitted
Westwinds Village, Inc.

M. Gale Grems, Treasurer

4/10/23

ROC BOARD MEETING FOR APRIL 10, 2023

INFRASTRUCTURE REPORT

This report covers the first quarter of FY2023. It includes: 1) Activities Completed; 2) Activities Planned; 3) Financial Statement

1. Activities Completed:

a. Sewer

- 1) **Lining of Sewer Mains:** A contract was signed during the first quarter to clean and CIPP line 5 lines at a cost of \$100,350. During March these 5 lines were cleaned and again a camera was run down each pipe to obtain the final footage required for each pipe. These pipes are scheduled to be lined in April.
- 2) **Replacement of P-Traps and Pipe in Sewer Laterals:** During February and March 24 replacements have been completed. Cost of replacement was \$48,115.00.
- 3) **Repair of Sewer Manhole Behind Lot D16:** Sink holes had developed around this manhole. During March the area around the manhole was excavated to determine the cause. The manhole was constructed of bricks. Two issues were discovered: 1) The bricks were leaking through; and 2) There was an abandoned 4 inch clay pipe that was open ended. The abandoned pipe was removed and the manhole was sealed. Cost of repair was \$4,510.00.

b. Domestic Water

- 1) During February and March a total of 13 shutoff valves and galvanized riser pipes were replaced. Cost for this replacement was \$10,900.00

c. Road Work

- 1) During March a repair was made at the corner of Schultz and Michael Drive, near Lot B22. Cost of repair was \$200.00

d. Engineering Support

- 1) During January a meeting was held with Schappacher Engineering with regards to planned work for storm water drainage improvements. Cost of meeting was \$323.75.

e. Park Lots

- 1) Per homeowner requests, verified lot sizes for Lots E-21; R33; Q7
- 2) Verified underground utilities for Lot T6

2. Activities Planned

a. Lining of Sewer Mains:

- 1) April 18: MH4 to MH5 (D-Section to Maintenance Yard)
 - 2) April 19: MN4 to MH8 (D-Section)
 - 3) April 20: MH9 to MH12 (C-Section to B-Section)
 - 4) April 21: MH8A to MH6A (M-Section)
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PROPOSED EXPENDITURES FOR INFRASTRUCTURE

RESERVE EXPENDITURES FOR FY 2023 - DATED OCTOBER 25, 2022 UPDATED APRIL 11, 2023

ITEM	PROPOSED SPENDING RECOMMENDED BY RESERVE STUDY			INFRASTRUCTURE REVIEW OF RESERVE STUDY			
	DESCRIPTION	FROM RESERVE STUDY	COMPONENT NO	AMOUNT	COMMENTS	AMOUNT	STATUS (4/10/2023)
1	ASPHALT ROADWAYS - SEAL/REPAIR	YES	2123	\$56,250.00	POSTPONE SEALING, PLAN \$20,000 FOR REPAIRS AS NEEDED	\$20,000.00	\$800.00, Locations at B22 & E8
2	ELECTRICAL PEDESTALS - PARTIAL REPLACEMENT	YES	2551	\$40,000.00	BASED ON 15 PEDESTALS AT \$2700 PER PEDESTAL	\$40,500.00	OUT FOR QUOTE ON APRIL 17
3	UTILITY INFRASTRUCTURE REPAIR	YES	2582	\$50,000.00	SEE ITEMS 1, 2, 3 BELOW. COSTS FOR SEWER & WATER	\$211,275.00	refer below
4	SUBMERSIBLE WELL PUMP (GENA) - REPLACE	YES	2585	\$15,000.00	NO ISSUES WITH PUMPS, POSTPONE	\$0.00	
5	IRRIGATION BLADDER TANKS (GENA) - REPLACE	YES	2587	\$7,550.00	NO ISSUES WITH TANKS, POSTPONE	\$0.00	
6	MAINTENANCE BUILDING EXTERIOR - SEAL/PAINT	YES	2343	\$3,400.00	POSTPONE UNTIL FY2024	\$0.00	
7	MAINTENANCE BUILDING ROOF - REPLACE	YES	2381	\$6,650.00	ROOF HAS NO ISSUES, POSTPONE	\$0.00	
8	GATE OPERATOR - REPLACE	YES	2509	\$4,000.00	NO MAJOR ISSUES, POSTPONE	\$0.00	
9	NISSAN FRONTIER (1997) - REPLACE	YES	2600	\$30,000.00	NO MAJOR ISSUES, POSTPONE	\$0.00	
10	MAILBOXES/PANELS - REPLACE	YES	2301	\$32,550.00	NO MAJOR ISSUES, POSTPONE	\$0.00	
11	OFFICE BUILDING EXTERIOR - REPAINT	YES	2343	\$5,100.00	WAITING ON REPAIRS BEFORE PAINTING, MOST LIKELY TO BE DONE FIRST QUARTER FY 2023	\$5,100.00	
12	SHUFFLEBOARD COURTS - RESURFACE	YES	2826	\$3,200.00	BOTH THE COURTS & STORAGE CABINET IN NEED OF UPGRADE	\$3,200.00	
13	COMPUTERS/ELECTRONICS - REPLACE	YES	2545	\$4,305.00	COMPUTER FOR PARK TV TO BE REPLACED	\$1,000.00	
14	OFFICE INTERIORS REPAINT	YES	2701	\$4,150.00	POSTPONE	\$0.00	

15	OFFICE CARPETING - REPLACE	YES	2711	\$7,200.00	POSTPONE	\$0.00	
16	OFFICE VINYL RESILIENT FLOORING - REPLACE	YES	2717	\$1,100.00	POSTPONE	\$0.00	
17	OFFICE FIXTURES/FURNISHINGS - REPLACE	YES	2743	\$12,500.00	POSTPONE	\$0.00	
18	CLUBHOUSE AV EQUIPMENT - UPDATE/REPLACE	YES	2745	\$25,000.00	PARTIAL UPGRADE	\$5,000.00	

RECOMMENDED FROM RESERVE STUDY \$307,955.00 POST INFRASTRUCTURE REVIEW \$286,075.00

PROPOSED SPENDING SUPPLEMENT TO RESERVE STUDY

ITEM	DESCRIPTION	AMOUNT	COMMENTS	
1	UNDERGROUND SEWER MAINS - LINE/REPLACE 5 LINES, 1215 LF	\$103,275.00	CURRENT PROPOSAL FROM PRS	\$20,070 for cleaning & purchase of material. Lining to be done next week
2	LOT SEWER LATERALS REPLACE P-TRAPS AND PIPING - 42 UNITS	\$84,000.00	BASED ON UNIT COST OF \$2000 PER HOME	24 units at a cost of \$48,115. Add \$4510 for manhole repair@ D16
3	DOMESTIC WATER SYSTEM - REPLACE GALVANIZED PIPING ON HOME WITH LOW WATER PRESSURE (30 HOMES IF NEEDED)	\$24,000.00	AWAITING PROPOSAL FOR SIMILAR SCOPE IN FY2022	13 units at a cost of \$10,900

4	ADD NEW STORM WATER DRAIN FROM SCHULTZ/ROCKWAY TO SWALE ALONG NATALIE WAY	\$100,000.00	NO PROPOSED COST AT THIS TIME, INDESIGN. PRICE BASED ON BID IN FY2022 FOR SIMILAR PROJECT	
5	REPLACE GUTTERS AT CLUBHOUSE	\$12,000.00	BASED ON BID RECEIVED IN 2021	
6	ENGINEERING SUPPORT	\$7,500.00	SUPPORT FOR STORM WATER & DOMESTIC WATER	\$323.75, meeting in January

SUMMARY OF COSTS

RESERVE STUDY \$286,075.00 ITEMS 4,5,6 FROM PROPOSED SPENDING SUPPLEMENT TO RESERVE STUDY
 WW IDENTIFIED \$119,500.00 ITEMS 1 THRU 18 FROM PROPOSED SPENDING RECOMMENDED BY RESERVE STUDY
 SPENDING REQUESTED FOR FY 2023 \$405,575.00

Wednesday March 29, 2023

ROC Board
5316 53rd Avenue East
Bradenton, Florida

On behalf of Beautician Committee
I Marcia Bergman G8 will briefly recap what I
said at last ROC workshop meeting...We were
asking the board for a broader mandate that
would include planning, preparation,
installation and making sure maintenance is
looked after in all common landscape areas of
West Winds Village.
Many of the common landscape areas have been
neglected far too long. Although there have
been numerous complaints about how bad it looks,
there has been a lack of committed and
interested volunteers.

Our plan is to change that. Our chair Betty Mohr
has graciously agreed to stay on as chairperson
of the Beautification Committee for which we are
grateful.

She carries a wealth of botanical information
and experience.

We also have acquired a team of enthusiastic
volunteers that have been meeting regularly to
discuss how we can make West Winds a more
welcoming and beautiful place to live.

We are hopeful and will recruit more shareholders that will be willing to help us with our projects and or some of the maintenance.

Many hands make light work.

At last meeting we proposed to have a plan in place by this meeting April 3rd 2023. Our focus is to begin with front entrance, large planter in front of Gate House, as well as refreshing Gate House followed by at a later date. We propose to continue through the park in stages as budget permits.

Thus far contact has been made with...

Jim Richards-Re: irrigation function

Erik Martineau-Re: irrigation, electrical lines

Lou Paul-Re: job/volunteer descriptions, outside co.

jobs re: landscape
hired for specific
budget allotted
for beautification

When speaking with Erik, alerted me that he had already spent \$500.00 in repairs for irrigation out of our \$2,000.00 budget thus far. I do not have a recent figure expenses have increased or not.

Two beautification members and myself attended the CAI conference on March 23rd 2023 to obtain information from the various Landscape Companies that were there.

Many of them were eager to talk...when I asked when they could come out, assess our project and give us a quote they could not have anyone come out for weeks. They were surprised our budget was below \$10,000.00 and lost interest in carrying on the conversation.

I have been in contacted with Otto Lopez who does many properties here at West Winds, ours included.

He is knowledgeable, hardworking, and reasonable.

He has given free advice re: this project and is more than willing to work with us.

In my opinion and recommendation, it makes sense to pay for his services for some of our projects.

We have written a letter to REC board asking for donations towards our project.

We have asked "Canada Day" and "Mid-West Day" Committees for donations to our cause.

Both have generously donated \$600.00, totalling \$1,200.00

There have been shareholders that have also donated money towards plants for landscaping the front.

We thank all of you for your interest and contributions!

All of these moneys have been submitted to the office & documented.

We have provided envelopes here for anyone that would like to contribute to plantings. We just ask that you include your full name and lot # with your donation.

Wednesday March 22nd 2023 a group of volunteers removed overgrown shrubs and plants at front entrance. With the use of a shareholder's truck to pull out large over grown shrubs by the root, grunt work of volunteers with sweat, shovels, rakes and saws we were able to do the work saving the park approximately \$500.00 in labour cost.

We hired Otto to remove old bougainvillea and palm root out of planter, prepare soil and plant 7 plumbagoes at a cost of \$275.00. (Very reasonable)

Our committee has done the research and have a plan in place to proceed with steps listed & diagrams by podium.

Additional top soil to ensure a proper foundation and nutrients to accommodate the new plantings.

Delivery, spreading of soil and placement of plantings.

Erik will implement any additional equipment to see that irrigation is reaching all plantings with appropriate water and timers.

Followed by mulch to help control weeds.

Volunteers will be in place to observe malfunction of irrigation and notify Erik.

Remove any dead plant material properly bundled or bagged for yard waste pick up.

The only time we may have an issue maintenance would be lack of volunteers during April-October when many of our shareholders are absent.

We may want consider checking with Otto about having a maintenance program that included spraying for weeds and bugs as well keeping an eye on any dead heading for the front entrance.

We are asking the ROC Board for the remainder of 2023 a Beautification budget of \$3,000.00 \$5,000.00 for 2024

We will stretch this as far as we possibly can. It is our hope to have the preparation of soil, irrigation, planting and mulch part implemented by the end of April.

With Sincere Thanks and appreciation for your consideration in helping us see through our

vision and hard work to making West Winds and more beautiful place to live.

Beautification Committee

Marcia Bergman

I am speaking on behalf of Betty Mohr Chair of the Beautification Committee.

Regarding a new mandate for the Beautification Committee.

As it stands now the Beautification Committees mandate is to help take care of plants and flowers in the common areas of West Winds Village landscape.

In my opinion this is not clearly defined.

We are asking for a broader mandate that would include the planning/design, installation and maintenance with clear outline of what falls under the responsibilities for our committee.

Our first project would begin with the front entrance and large planter in front of the gate house. Followed by working our way into the park in stages as budget and donations permit.

We propose to have a plan in place for the front entrance and planter by the next workshop in April.

Not included last night at meeting but I would like to include that

Betty Mohr has graciously agreed to continue on as chair for the Beautification committee... She has a wealth of information regarding plants and flowers however needs volunteers to help.

There are four other enthusiastic volunteers that are willing to help.

We will do our best to have rotating small volunteer groups during summer months May-October and groups November-April ensuring that the irrigation system is working with someone to contact if not. Beautification Committee will be responsible for dead heading and removing any plant material ready for yard waste pick up.

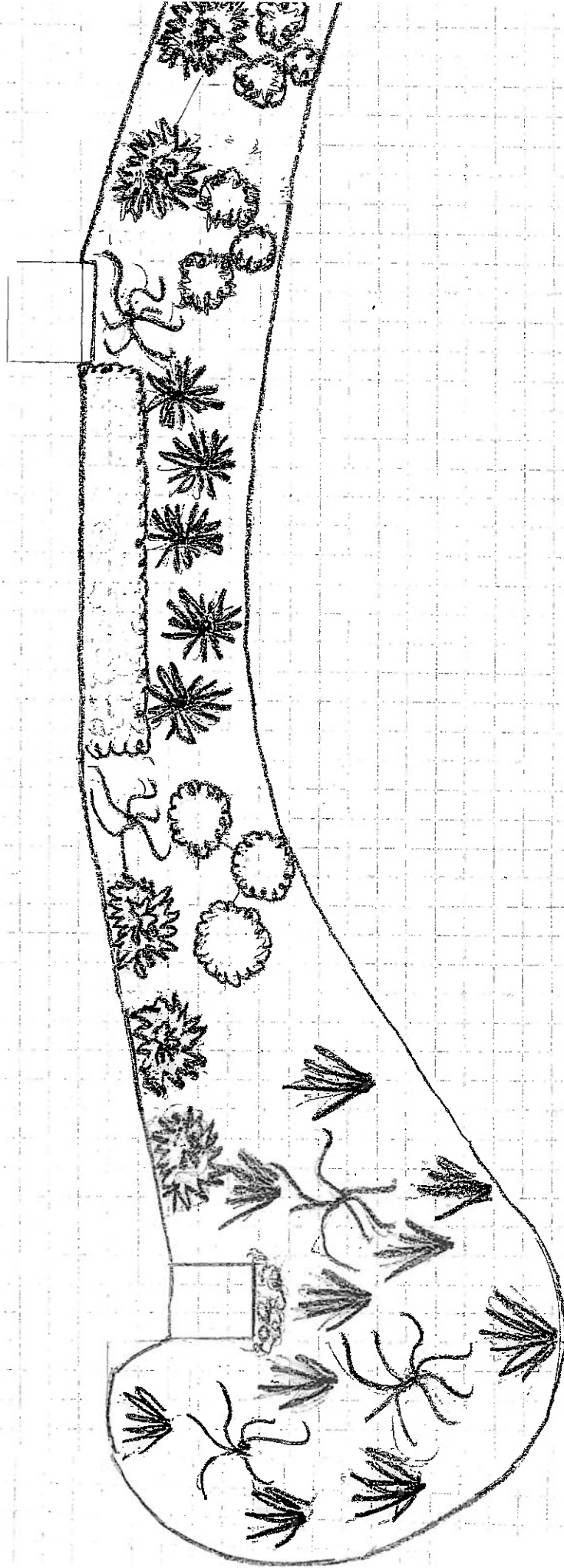
I will be in contact with Jim Richards regarding the irrigation system issues and with Lou regarding landscape contractors she is working with. We will also be getting estimates on trees, shrubs, plants and some of the work that we will need help with.

We are well aware that there is a process with ensuring that the front entrance not only looks aesthetically pleasing and inviting which is what we all want but that it is installed properly and maintained to withstand inclement weather conditions.

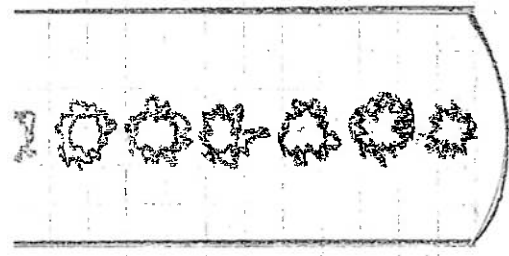
Examples to consider... irrigation on timers, removal of old overgrown or high maintenance plantings, shrubs or trees, proper preparation of soil to accommodate plantings and to ensure our investment thrives.

These are some of the things being worked on, as well as being budget conscious and ready to seek donations from other committees or anyone that would like to donate to beautifying our park.

Respectfully, Beatification Committee

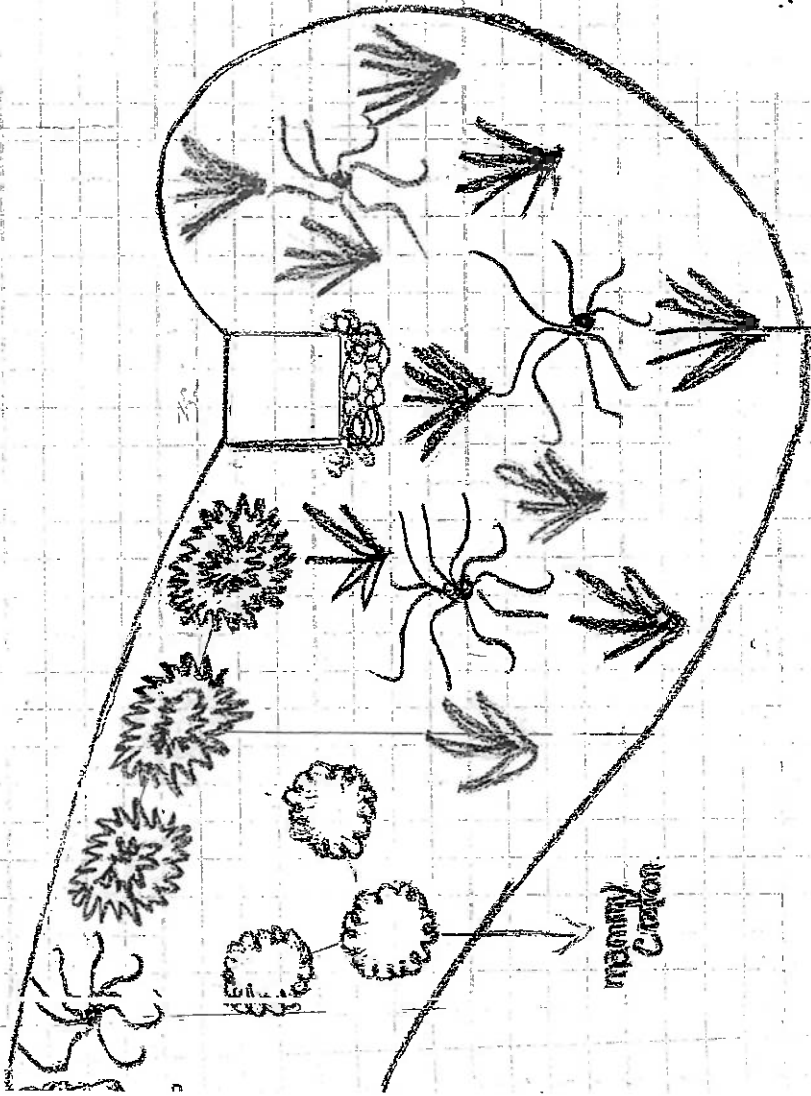


West Side of Entrance



7 Plumbagoes

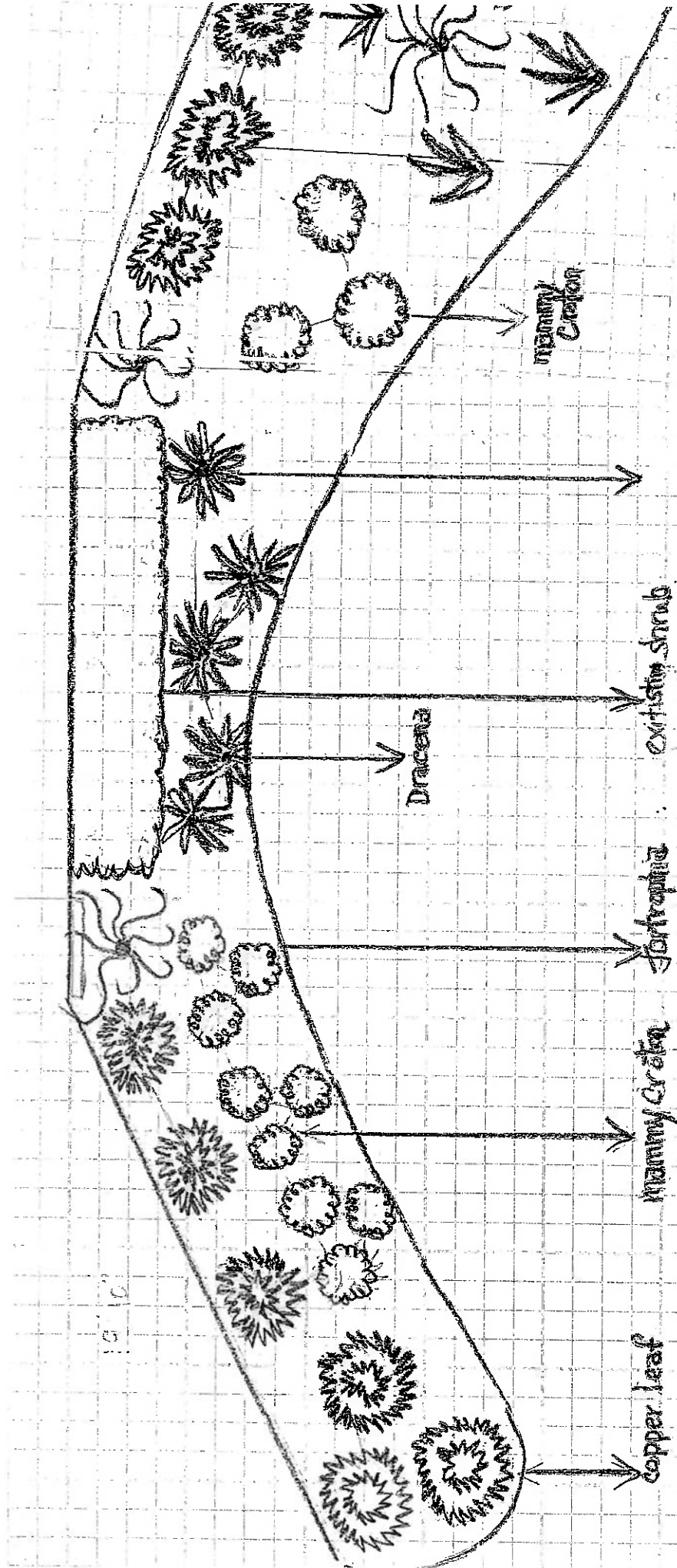
Entrance



Flax Lily

East Side of Entrance

Mummy Craton



East Side