

Birchwood I&I Condominium Association Inc.

C/O Star Hospitality Management

Board of Directors Meeting, February 06, 2025

Meeting Minutes

1. **Call to Order**; The meeting was called to order at 3:36 p.m., by Jerry Kern.
Board members present:
 - a. President- Tony Sciarratta
 - b. V/P- Colin Maloney
 - c. Secretary- Mary Fenley
 - d. Treasurer- Antoinette Bostwick
 - e. Director- Nancy Binetti
2. **Proof of Meeting Notice**; Notice of meeting was posted on 1/31/24, on site and sent to all owners, who have opted to receive electronic communications, via email.
3. **Approval of Unapproved Minutes**; The unapproved minutes from the 12/04/24 and 12/13/24 meeting was distributed to the board prior to the meeting. After reviewing the minutes.
 - I. Tony Sciarratta made a motion to accept the meeting minutes.
 - II. Antionette Bostwick seconded the motion.
 - III. Motion carried unanimously.
4. **Financial Report**
As of 12/31/24, the Synovus operating account balance was \$9,862.21. The Synovus reserve MM had \$43,723.50 with an additional \$100,000 in a Synovus CD maturing 2/16/25. The year end finished at \$30,900.80 over budget. To offset this the special assessment collected \$38,560.00. Application fees and interest resulted in a net income of \$10,623.02.

Delinquencies – As of 12/31/24, there were 6 owners owing a total of \$3,868.87. Most of this is 2 owners with one already in collections. As of 1/31/25 this had been reduced to 3 owners owing \$2150.71 with one account in collections at a balance of \$1537.33.
 - I. Tony Sciarratta made a motion to accept the financial report.
 - II. Nancy Binetti seconded the motion.
 - III. Motion carried unanimously.
5. **Old Business**:
 - a. **Insurance Claim Update**
The requested signed paperwork has been submitted to Freeman and a settlement is expected. With this settlement, \$116,500 will be paid back to the sewer reserve and the balance applied to projects to be discussed.
6. **New Business**:
 - a. **Repayment of sewer reserve**
The first payment from the insurance settlement will be to the sewer/septic reserve in the amount of \$116,500.
 - b. **RoofRx settlement**

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The amount owed to RoofRx is for tarps, wood and roof replacement on two roofs. The replacement cost of the two roofs should be in line with the cost of the subsequent 6 roofs of 30K each. With the deposit paid of \$56,548, this leaves a balance of \$17,331.50.

c. 2025 Projects

i. Painting

A quote from JJ Coastal for \$46,800 was received. They are willing to paint the lanai for an additional \$175/lanai. The board wishes to add a 15% contingency bringing the total to \$53,820.

- I. Tony Sciarratta made a motion to accept the quote.
- II. Nancy Binetti seconded the motion.
- III. Motion carried unanimously.

ii. Soffits/Gutters

A quote from West Coast bid was \$44,800 and Trust bid was \$35,000 but did not include fascia. Tony to reach out to Trust to both for revised quotes.

iii. Sidewalk Repair

RPG proposed \$11,831 to repair sidewalks on the south side. Need additional quotes to compare. Perhaps Concrete Cowboy or Harbor Crane.

iv. Security Cameras

\$4,222 was quoted from Ken Tyner. An update for the post to a metal post is needed.

- I. Colin Maloney made a motion to accept the quote.
- II. Mary Fenley seconded the motion.
- III. Motion carried unanimously.

v. Web Page

Contact with Emce Yay to do the website has gone well. She is offering to provide uploads at \$85/hr, \$200 a year for general maintenance or quarterly reviews for \$90/quarter.

- I. Colin Maloney made a motion to accept the quote.
- II. Antoinette Bostwick seconded the motion.
- III. Motion carried unanimously.

vi. Trees at a/b

Need to get quotes to clear the tree line behind the a/b buildings. Call Flores or others for a quote.

vii. Pool housing

Need new quotes for an equipment cover for the pool. The initial estimates are \$2,000-2500.

viii. Shed

A new shed to store hurricane items, lightbulbs or other association needs was discussed. The cost is estimated at \$1500.

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ix. **Parking Reseal**

There is money in the reserves to pay for resealing. The board will address this in the fall. A quote from Charley's should be requested.

x. **Fence**

The board discussed the scope of the fence. The east fence along Drance was removed during lan and has an estimate to replace for \$8,000. The north fence does not cover the entire property, and no fence exists on the west or south sides. A shrub barrier existed prior to lan along the south side and was removed after lan. The board requests quotes for the other areas but this could exceed \$24,000.

xi. **Entrance Sign**

Discussion on the replacement of the entrance sign will be deferred until the fence is decided.

xii. **Pool Furniture**

Meeting needed to adjourn due to time limitations hence this is deferred to the next meeting.

d. **Parking Permits**

Meeting needed to adjourn due to time limitations hence this is deferred to the next meeting.

7. **Next Meeting** – The next meeting will be scheduled once we hear from Freeman.

8. **Adjournment.**

- I. Nancy Binetti made a motion to adjourn the meeting.
- II. Tony Sciarratta seconded the motion.
- III. Motion carried unanimously at 5:54 p.m.

Jerry Kern, CAM
Birchwood I&II Board of Directors
2/25/25