

Uptown Place Condominium Association

Board Meeting Minutes

Wednesday, August 30, 2023 – 6:00 PM

Location: 911 North Orange Ave, Orlando FL 32801 (Clubroom)

Teams: [Join a Microsoft Teams Meeting by ID | Microsoft Teams](#)

Meeting ID: 233 070 483 530

Passcode: Pd6fyt

2023 Board Members:

Joseph Brennan – **President**

Onelia Codrington - **Vice President**

Bertrand Fonji – **Secretary**

Julius Drelick – **Treasurer**

Jaime O. Parra - **Director**

Numbers of resident's present [2]

1. **Call to Order:** 6:06 PM by Joseph
2. **Notice of Meeting:** Property bulletin board, the exit door to the parking garage, and an email was sent from uptownplace@calibersoftware.email to all residents.
3. **Quorum Establishing:** Joseph Brennan, Onelia Codrington via Teams, Bertrand Fonji via Teams, Julius Drelick via Teams, Jaime O. Parra. Also present, Greg Demers representing Law Office of Balljanik, Dannis with Sunshine Roofing and Gabriel Agnus, LCAM from Don Asher & Associates.
4. **Approval of Minutes:** Joseph **MOTIONS** to approve the meeting minutes of July 7th, 2023, and July 19th, and August 18TH 2023, second: Onelia. All approved.
5. **Financials**
 - a) **Collections:** Our collections department has been putting forth considerable effort to recover all outstanding assessments. According to our previous report, a total of \$100,000 in unpaid assessments remained uncollected. However, as of today, we have managed to retrieve \$69,000 with more unpaid assessments yet to be collected.

It was noted that currently, there are 33 delinquent accounts. The range of outstanding amounts varied from \$47 to \$5000. To address this issue, late notices have been sent to all delinquent accounts. Additionally, it was mentioned that six of these accounts are pending board approval to be forwarded to our attorney for further action.

b) Financial Statement: As of the July Financial, our current operating expense stands at \$400,000. It is important to clarify that \$230,000 from this amount has been allocated toward insurance for floor replacement and drywall repairs in the units affected by the recent water leak.

Regarding budgeting, there were no major concerns raised except for maintenance supplies. I am actively working closely with the maintenance department to explore strategies to reduce costs and limit unnecessary spending in this area. This is in line with our commitment to efficient financial management.

The reserve accounts currently hold a balance of \$600,000. Specifically, the line item for the roof reserves has been consistently funded with \$30,000 annually since 2019, resulting in a total of \$122,000 available as of today. However, concerns were raised regarding repairs conducted on the roof in 2022. It appears that the previous management may have utilized funds from either the reserves or the operating expense account for these repairs. To clarify this matter, active collaboration is underway with the previous management company.

As a result, the precise amount available for roof reserves remains uncertain at this time. This ambiguity stems from the ongoing efforts to determine whether the reserves or the operating expense account were used for the roof repairs.

6. Managers' Report:

a) Floors: First, second, third, and fourth had recently been replaced due to water damage. However, it was noted that no damage was done to the fifth floor, and therefore the insurance company was unable to provide funding for its replacement.

The previous board members had made the decision to replace the business center, the club room, and the office in the near future, along with

the 5th floor. No start date for this project has been determined as of today from the current board members.

Furthermore, efforts are still ongoing to obtain quotes for painting the baseboards. The goal is to have all five floors unpainted baseboard painted before the end of next week September 8th.

- b) **Fire Protection System:** The completion of our most recent inspection was hindered by an error spotted in the blueprints. As a result, the inspector representing the county recommended the reproduction of the blueprints and their submission to the county, leading to the need for rescheduling the inspection. Nevertheless, I can confirm that the system is currently fully operational and functioning without encountering any problems.
- c) **Security Camera:** Our camera system is functioning effectively and under constant surveillance. An incident was noted where an individual was observed sneaking into the garage, prompting our monitoring service team to promptly contact the local authorities. It was reassuring to learn that the authorities swiftly responded to our report and successfully apprehended the suspect. Furthermore, the authorities have informed us of their suspicions linking the perpetrator to previous car break-ins in our garage and others around our area. This update highlights the efficacy of our camera system and the importance of its continued monitoring. The board is actively seeking to add additional cameras and rest assured we are in communication and discussion with the camera company regarding those additional cameras.
- d) **FSR Demand Letter:** Onelia informed the residents and the board that she has been in communication with First Service Residential (FSR). Part of that communication includes a request for a document to be provided to Don Asher's accounting team for review in order to have a more accurate report for further discussions. No decisions regarding settlement have been made.
- e) **Washer and Dryer:** Our maintenance staff address the issue of clogged vents in the dryers on both floors, as these were found to be causing the motors to burn out. Consequently, the necessary parts have been ordered to fix the dysfunctional washers and dryers. Once these parts are received, it is anticipated that all washers and dryers will be fully operational once again.

- f) **Road Repairs:** Efforts were made to address the road repairs on Pasadena Road and Webber St. by reaching out to the city of Orlando. In the previous conversation with them it was agreed that the road repairs would be completed promptly after finishing the task of repairing the lights on the roads around the community. However, no progress has been made so far. As a result, I have made arrangements to reach back out to the city of Orlando this upcoming week.

Board of Directors Report:

The board shared their shared concerns regarding the condition of the roof and their strong desire to have it replaced promptly. They emphasized the importance of addressing these issues as soon as possible to ensure the safety and well-being of the residents. To finance the necessary roof replacement, the board informed the residents that the community might need to consider special assessments or amending the budget to increase the existing assessments. This difficult decision was made in the best interest of the community, taking into consideration the longevity and stability of the property. By undertaking the required measures, the board aims to provide a secure living environment for all residents in the long term.

7. Old Business

- a) **Roof Repairs:** Reports were presented to the board which indicated that the roof is in a terrible condition and that the roof of the building needs replacement. As a result, the board members discussed and reached a conclusion that it would be most appropriate to proceed with a construction defect attorney. Balljanik, the law firm representing the Homeowner Association (HOA) on this matter, advised the board that it would be advisable to have the roof repaired while the legal process is underway. Three quotes of the roof repairs were presented to the board for consideration. Joseph **MOTIONS** to approve Sunshine Roofing at the cost of \$104,500.00 for the repairs. Second: Jaime. All approved
- b) **Electronic Voting:** It was determined that the majority of the residents do not live on the property. As a result, the board has concluded that implementing an electronic voting system would be the most suitable approach for voting. In this regard, three quotes were presented to the board for consideration. Joseph **MOTIONS** to approve HOA Now as the

voting system for Annual meeting voting, board votes, membership vote.
Second: Julius. All approved.

8. New Business:

a) Special Assessment/Amending the budget: The board reached a consensus and determined that there will be no amendments made to the budget. Instead, in compliance with our bylaws, a special assessment meeting will be scheduled. This decision was reached in a cooperative manner, with all members of the board actively participating in the discussion and expressing their agreement.

9. Open Floor: (3 minutes per residents)

10. Adjournment: 8:11 PM, **MOTIONS:** Joseph, **Second:** Onelia. All approved.

Don Asher and Associates, INC

Minutes Prepared by Gabriel Agnus (Property Manager)

Board Secretary minutes approval signature: _____ Date: _____