

**Windsor House
Town Shores of Gulfport #217
Tuesday, March 25, 2025 at 1 pm
Clubhouse Auditorium**

Board of Directors Special Assessment Meeting Minutes

Call to Order – Liz Snow

Roll Call: Liz Snow, Hamid Mehrizi, Abby Thrower, Colleen Polazneck, Terry Stone, Roseanne Barela, Tony Murray. Quorum established. Meeting began at 1:05 pm.

Old Business: Minutes of March 13, 2025, meeting, Motion to waive the reading: Colleen Polazneck, 2nd Abby Thrower. Motion to waive reading and accept minutes: unanimous.

New Business:

Review of Special Assessment – Liz Snow

Review of Items Covered in Special Assessment

Hurricane Helene September 26, 2024 - Repair/Restore/Replace Items Costs - Overview			
Item	Contractor/ Company	Bid/Bill Total	Notes
Landscape Removal & Replacement	Jacobs Landscape	\$20,250.00	
Laundry rooms patch & paint	Laundry Room committee	\$420.00	
4 Laundry rooms & 4th floor bathroom repair & recoat floors	Surface Pro	\$7,411.00	
Replace 4 A/C Units in Laundry Rooms	Internet	\$3,200.00	
Replace feeder lines from Transformer to 2nd Floor Electric Room	Commercial Electrical Contracting, Inc	\$27,899.00	Denied by Insurance
Countertops, hardware, lumber, build up kit	Home Depot	\$836.00	
Undermining Repair			Unknown included in Contingency funds
Regrade, Add fill, Replace lobby steps up to back door, Replace landscaping			Unknown included in Contingency funds
Hurricane Helene Total Repairs		\$60,016.00	

Hurricane Milton October 9, 2024 - Repair/Restore/Replace Costs - Overview			
Dynamic Roofing	Reroofing	\$940,460.00	
Roof Bond	Reroofing	\$12,696.21	
Karins Engineering, Reroofing Project Management	Reroofing	\$43,200.00	
Subtotal Roof		\$996,356.21	Not covered by insurance under hurricane deductible
Less Roof Reserve		-\$80,573.76	
Reroofing less Reserve Total		\$915,782.45	
Unknown repairs discovered once Roof Project begins	Cost overrun estimate		Unknown included in Contingency funds
Undermining Repair	in terms of insurance collection and regrading of back after undermining complete		Unknown included in Contingency funds
Milton Total Repairs		\$915,782.45	
Total of All Known Hurricane Repairs		\$975,798.45	

**JUNE 5, 2025, START OF ADDENDUM TO DELINEATE UNIT OWNER SPECIAL
ASSESSMENT DUE ON EACH HURRICANE**

**TOWN SHORES OF GULFPORT #217, WINDSOR HOUSE
SPECIAL ASSESSMENT ADDENDUM TO BREAKDOWN ASSESSED COSTS FOR EACH
HURRICANE PER UNIT OWNER JUNE 5, 2025**

Hurricane Helene September 26, 2024 - Repair/Restore/Replace Items Cost			
Item	Contractor/Company	Bid/Bill Total	Notes
Landscape Removal & Replacement	Jacobs Landscape	\$20,250.00	
Laundry rooms patch & paint	Laundry Room committee	\$420.00	
4 Laundry rooms & 4th floor bathroom repair & recoat floors	Surface Pro	\$7,411.00	
Replace 4 A/C Units in Laundry Rooms	Internet	\$3,200.00	
Replace feeder lines from Transformer to 2nd Floor Electric Room	Commercial Electrical Contracting, Inc	\$27,899.00	Denied by Insurance
Countertops, hardware, lumber, build up kit	Home Depot	\$836.00	
Undermining Repair		\$150,000.00	
Regrade, Add fill, Replace steps up to back doors, Replace landscaping		\$60,000.00	
Condominium Associates Special Assessment Cost		\$806.93	
Hurricane Helene Total Repairs		\$270,822.93	

Hurricane Helene Total Special Assessment Per Unit Due May 1, 2025				
Unit Numbers Ending in:	Number of Units	Percent Share of Building	Per Unit Cost	Total Special Assessments
#1	10	0.0094000	\$2,545.74	\$25,457.36
#2, #3, #4, #5, #10, #11	60	0.0080000	\$2,166.58	\$129,995.01
#6, #7, #8, #9	40	0.0065000	\$1,760.35	\$70,413.96
#12	10	0.0119000	\$3,222.79	\$32,227.93
Penthouse Unit 1101	1	0.0293000	\$7,935.11	\$7,935.11
Penthouse Unit 1102	1	0.0177000	\$4,793.57	\$4,793.57
Total	122			\$270,822.93

Hurricane Milton October 9, 2024 - Repair/Restore/Replace			
Dynamic Roofing	Reroofing	\$940,460.00	
Roof Bond	Reroofing	\$12,696.21	
Karins Engineering, Reroofing Project Management	Reroofing	\$43,200.00	
Subtotal Roof		\$996,356.21	Not covered by insurance under hurricane deductible
Less Roof Reserve		-\$80,573.76	
Reroofing less Reserve Total		\$915,782.45	
Repairs discovered once Roof Project begins	Cost overrun estimate	\$40,000.00	
Condominium Associates Special Assessment Cost		\$806.93	
Milton Total Repairs		\$956,589.38	

Hurricane Milton Total Special Assessment Due May 1, 2025				
Unit Numbers Ending in:	Number of Units	Percent Share of Building	Per Unit Cost	Total Special Assessments
#1	10	0.0094000	\$8,991.94	\$89,919.40
#2, #3, #4, #5, #10, #11	60	0.0080000	\$7,652.72	\$459,162.90
#6, #7, #8, #9	40	0.0065000	\$6,217.83	\$248,713.24
#12	10	0.0119000	\$11,383.41	\$113,834.14
Penthouse Unit 1101	1	0.0293000	\$28,028.07	\$28,028.07
Penthouse Unit 1102	1	0.0177000	\$16,931.63	\$16,931.63
Total	122			\$956,589.38

Windsor House, Town Shores of Gulfport #217 Special Assessment Total Per Hurricane March 25, 2025			
Hurricane			Amount
Helene			\$270,822.93
Milton			\$956,589.38
Special Assessment Grand Total			\$1,227,412.31
JUNE 5, 2025, END OF ADDENDUM TO DELINEATE UNIT OWNER SPECIAL ASSESSMENT DUE PER HURRICANE			

Special Assessment Grand Total Hurricane Helene & Hurricane Milton Combined Due May 1, 2025

Unit Numbers Ending in:	Number of Units	Percent Share of Building	Per Unit Cost	Total Special Assessments
#1	10	0.0094000	\$11,537.68	\$115,376.76
#2, #3, #4, #5, #10, #11	60	0.0080000	\$9,819.30	\$589,157.91
#6, #7, #8, #9	40	0.0065000	\$7,978.18	\$319,127.20
#12	10	0.0119000	\$14,606.21	\$146,062.06
Penthouse Unit 1101	1	0.0293000	\$35,963.18	\$35,963.18
Penthouse Unit 1102	1	0.0177000	\$21,725.20	\$21,725.20
Total	122			\$1,227,412.31

Due Date for payment of special assessment is May 1, 2025.

A Payment Statement with self addressed envelope will be mailed to all owners by Condominium Associates. If you need to correct your mailing address, please call Condominium Client Services at 727-573-9300 and let them know you need to make an address change.

The Amounts due will be as follows:

All Unit numbers ending in #1 (that would be all units in the 1 stack) will owe: \$11,537.68.
 All Unit numbers ending in #2 (that would be all units in the 2 stack) will owe: \$ 9,819.30.
 All Unit numbers ending in #3 (that would be all units in the 3 stack) will owe: \$ 9,819.30.
 All Unit numbers ending in #4 (that would be all units in the 4 stack) will owe: \$ 9,819.30.
 All Unit numbers ending in #5 (that would be all units in the 5 stack) will owe: \$ 9,819.30.
 All Unit numbers ending in #6 (that would be all units in the 6 stack) will owe: \$ 7,978.18.
 All Unit numbers ending in #7 (that would be all units in the 7 stack) will owe: \$ 7,978.18.
 All Unit numbers ending in #8 (that would be all units in the 8 stack) will owe: \$ 7,978.18.
 All Unit numbers ending in #9 (that would be all units in the 9 stack) will owe: \$ 7,978.18.
 All Unit numbers ending in #10 (that would be all units in the 10 stack) will owe: \$ 9,819.30.
 All Unit numbers ending in #11 (that would be all units in the 11 stack) will owe: \$ 9,819.30.
 All Unit numbers ending in #12 (that would be all units in the 12 stack) will owe: \$14,606.21
 Penthouse Unit #1101 will owe: \$35,963.18.
 Penthouse Unit #1102 will owe: \$21,725.20.

Payment Instructions: Please wait to receive your Payment Statement with a return envelope from Condominium Associates and include the Statement stub in the envelope with your check.

- a) Write 917__ __ SA in the memo section on your check (amount due listed above by Unit number.
(unit #)
- b) Checks should be made out to Town Shores of Gulfport #217.
- c) You may mail your check as soon as you receive your payment statement or no later than 7 days before the due date of May 1, 2025 to be sure it will arrive on time.

Mail in the envelope included with the statement that's addressed to:

Town Shores of Gulfport #217
 c/o Condominium Associates
 PO Box 22437
 Tampa, FL 33622

If for some reason you do not receive your payment statement and the due date is approaching, follow the directions above and mail your check to the address listed to be sure it will arrive on time.

Online Payment Instructions: We will send the online payment instructions out in the next few days if you're interested in this option or you may call Condominium Associates Client Services at 727-573-9300. You may pay it as soon as you receive the instructions from us or by the due date.

We will check with Condominium Associates regarding late payment fees and whether a credit card can be used to make payments.

Questions: Floor was opened to receive questions from board members and then residents in attendance. After all questions were addressed the Board proceeded to vote.

Board Vote on Special Assessment:

Motion: Abby Thrower to accept assessment as proposed Seconded: Colleen Polazneck

Votes In Favor: Liz Snow, Terry Stone, Colleen Polazneck, Abby Thrower

Votes Opposed: Hamid Mehrizi, Roseanne Barela, Tony Murray. Motion and vote approved.

Motion to Adjourn

Motion: Colleen Polazneck, Seconded: Abby Thrower, vote unanimous

Meeting adjourned at 2:15

Respectfully submitted,

Colleen Polazneck, Secretary