

**WINDSOR HOUSE**  
**TOWN SHORES OF GULFPORT #217 INC.**  
**BOARD OF DIRECTORS ORGANIZATIONAL MEETING MINUTES**  
**Tuesday, December 17, 2024 following Annual Meeting**  
**Clubhouse Auditorium**

**Roll Call:** Liz Snow, Terry Stone, Hamid Mehrizi, Tony Murray, Abby Thrower, Colleen Polazneck, Roseanne Barela. Quorum established. Welcome to all new board members!

**New Business:**

**Elections of Officers**

**President:** Abby nominated **Liz Snow**, Seconded: Terry Stone, Vote: Unanimous

**Vice President:** Liz nominated **Abby Thrower**, Seconded: Terry Stone, Vote: Unanimous

**Treasurer:** Liz nominated **Hamid Mehrizi**, Seconded: Abby Thrower, Vote: Unanimous

**Secretary:** Abby nominated **Colleen Polazneck**, Seconded: Liz Snow, Vote: Unanimous

**Open Repair Items discussed:**

- Fire pump – part ordered “coil” needs to be replaced. Damage due to hurricanes
- Elevator: getting estimate for repair/replacement of roller guides for counter weights. This is believed to be the cause of the “clanging” on the main elevator.
- Back of building repair: Committee of Roseanne, Tony and Terry to put together options/proposals for back of building. Roseanne to research Rip Rap, Terry to investigate grants, Officer Chastain for channels, dredging and Rip Rap regulations, Tony to draw up/sketch ideas for back of building and follow up with Karin engineering on additional wall options. Committee to bring options back to board for review.

**Other Information discussed:**

- Back of building markings: Yellow tubes– Gas, White PVC– Irrigation/Water, Orange Tubes/Wires – Communication/ Cable, Cast iron pipe is city water, Black line with red stripe is electric.
- Plan future walk of building with board members to review pump room, electric room, boiler room, building shut offs, mechanicals etc., so all board members have an understanding of building operations

**Account Signatures**

- Operating & Reserve Accounts: Liz Snow, Hamid Mehrizi, Abby Thrower
- Terry to follow up in terms of the process for signature notarization for new signees

**Delegates to Master**

- Liz Snow, Abby Thrower; Alternates Tony & Roseanne

## **Adoption of Budget**

- Main funding needs: replace funds spent due to hurricane expenditures, Landscaping and repair rear of building, roof replacement, elevator repairs, and items on 5 year plan that were not completed due to insurance increases and car port repairs.
- Accounts that reserve funds CAN be borrowed from: Reserve Painting, Reserve Paving, Cost Overrun, Reserve Seawall funding. Only accounts not included in SIRS (Structural Integrity Reserve Study) can be borrowed from.
- Discussion of the current reserve balances and the need to increase reserves. Discussed ways to increase reserves; (1) special assessments, (2) increase monthly HOA, and/or (3) combination of both. Follow-up was needed with our Attorney and Condominium Associates on questions related to the budget, therefore the proposed budget was not yet adopted.
- Calls were made to our attorney and accountant but we were unable to reach them. A recess was called by Liz Snow until we were able to consult with the attorney and accountant. The meeting will be reconvened once that has happened.
- Friday, December 20<sup>th</sup>, 2024, 9AM, Board reconvenes. **Roll Call:** Liz Snow, Terry Stone, Tony Murray, Abby Thrower, Colleen Polazneck, Roseanne Barela. Quorum established.
- Motion is made to Adopt the Budget by Liz Snow, Seconded by: Terry Stone  
Yes Votes: Liz Snow, Terry Stone, Colleen Polazneck, Tony Murray, Roseanne Barela  
No Votes: Abby Thrower
- Motion is made by Terry Stone that reserve interest be allocated to the specific line item called Cost Overrun, Seconded by Abby Thrower  
Vote: Unanimous
- Motion is made by Liz Snow that in accordance with IRS Revenue Ruling 70-604 b any excess of membership income over membership expenses for the year ending December 31, 2024, shall be applied against the subsequent tax year member assessment as provided by IRS Revenue Ruling 70-604 b, Seconded by: Terry Stone  
Vote: Unanimous

**Call for Adjournment:** Motion: Liz Snow, Seconded: Roseanne, Vote: Unanimous

**Respectfully submitted,**

**Colleen Polazneck, Secretary**