

**WINDSOR HOUSE**  
**Town Shores of Gulfport #217**  
**Board of Directors Meeting minutes**  
**Monday, February 10, 2025, 10:15 AM**  
**Town Shores Clubhouse Auditorium**

**Roll Call:** Liz Snow, Hamid Mehrizi, Tony Murray, Abby Thrower, Colleen Polazneck, Terry Stone, Roseanne Barela via phone. Quorum established. Meeting began at 10:15.

**Old Business:** Minutes of January 2, 2025 Meeting – Liz Snow made a Motion to waive the reading, Colleen seconded, all board members voted in favor.

**New Business:**

**1. Windsor Committees Formations**

**a. Windsor Website Committee** - Colleen Polazneck, Chair

The website has been updated with contact information for all the new board members. Last board meeting minutes included instructions for accessing the Windsor website. As many documents as possible will be posted on the new site including meeting minutes, financial reports, insurance documents, contracts, policy and procedures.

The board will be sending requests for completion of certain documents that ne to be updated, ie car registration, email consent, Resident Away policy.

**b. Office Cleanup & Setup** - Co-Chairs, Abby Thrower, Colleen Polazneck

The office is located on the 8<sup>th</sup> floor near the laundry room. Clean up and organization have been in progress for the last month. Tony built the new shelves. There are retention requirements for documents. Sorting, disposing of, and organizing over 20 years worth of documents and meeting legal storage requirements is time consuming. Cathy Vetrano's documents are being included.

**c. Elevator Committee**

Committee with building resident expertise to review contracts for current work and maintenance going forward.

**d. Building & Grounds Beautification committee** - Tony, Abby, Roseanne

Looking for volunteers to help the committee. Various proposals and options will be investigated and brought back for review.

Residents requested investigation to determine if a closing mechanism could be put on the trash room door.

**e. Welcoming Committee** – Abby chair

Looking for volunteers. Would like to welcome & orient new owners and renters.

f. **Laundry Room Committee** - Co-Chairs Colleen Polazneck, Abby Thrower  
Lost money and machine issue tracking procedure posted in each laundry room and will be emailed to all residents.

Various requests for laundry room improvements were made including: AC, painting, flooring, etc. The committee will begin investigating.

## 2. Review of Roof Bids

Due to resident concerns over the cost of 3 bids received, a 4<sup>th</sup> contractor, USI Roofing, was asked to provide an estimate. USI is the company the Diplomat used for their roof. The roof being replaced is a requirement of Citizens insurance in order to assure coverage in 2026. Current coverage in place based on the assumption the roof will be replaced to Citizens requirements.

Below are the estimates:

R.F Lusa & Sons - \$2,260,134 - 120 day duration  
Southern Roofing - \$1,477,139 - 150 day duration  
Dynamic National Roofing - \$979,304.51 - 75 day duration  
USI Roofing - \$970,633 PVC but not to engineer's specs  
USI Roofing - \$987,762 Polyurethane

The contract will include a Performance Bond which will ensure completion of the project if the chosen contractor fails to complete the project or goes out of business.

AC units need to be raised as part of the roof project to meet current code requirements. Raising the units is included in the overall roofing contract price. Units will be tested prior to the roofing project starting. Any units that are not functioning properly will be reported and unit owners will be responsible for the cost of repair or replacement.

The roofing grant, **My Safe Florida Condo Pilot Program**, is still in progress. Next step is for their investigator to come out to review the roof.

When a final contract is received from Dynamic a board meeting will be scheduled (with a 14 day notice) in order to review financing needs.

Motion was made by Liz Snow to accept Dynamics bid, Abby Thrower seconded, unanimous yes vote.

## 3. Review elevator repair proposal

Estimate for repairing both elevators' is \$8,500.

Motion was made by Liz Snow to accept proposal, Abby Thrower seconded, unanimous yes vote.

4. **Update on Repair of Building Undermining** – we have a bid from Dixie for the repairs. Due to concerns over the cost we have requested our engineer to get 2 additional bids. Board has been waiting for FEMA and insurance company to approve repairs. FEMA initially denied \$38k claim for electrical repair but this has been resubmitted.  
The undermining work must be completed before work on the roof can begin or any landscaping repair work can be performed.
5. **Update on Carports** - lighting almost completed. Contractor has not finished several open items after many calls. List of open items will be given to our attorney for follow up. Car port damage in the second row is contractor responsibility. Area on third row is building responsibility.  
Insurance on carports – Citizens sells car port insurance but a quote cannot be requested until the car ports are completed.

**Other:**

Only topics on the agenda can be discussed during a board meeting. Residents asked how can topics be put on an agenda?

Cathy Vetrano's memorial plaque will be placed on the bench near the lobby.

**Call for Adjournment:** Motion: Liz Snow, Seconded: Colleen Polazneck, Vote: Unanimous meeting adjourned at 11:40 am

Respectfully submitted,

Colleen Polazneck, Secretary