MEETING MINUTES

Orangewood Condominium Association, Inc.

Special Board Meeting | 2026 Compliance Special Assessment

Prepared for online posting, owner mailing package, and Board signature

1. Meeting Information

Date	July 3, 2026
Location	Virtual Meeting via Zoom
Scheduled time	7:30 PM Eastern Time
Called to order	7:34 PM Eastern Time,
Adjourned	8:28 PM Eastern Time,
Meeting type	Special Board Meeting regarding compliance, safety, vendor selections, financial items, and owner communication
Quorum	Established - three Board members present
Recording	Meeting was recorded via Zoom and is maintained with Association records

Minutes note: These minutes summarize the official discussion topics, Board actions, directions, and follow-up items reflected in the attached meeting documents and presentation materials. They are not intended to be a verbatim transcript of every statement.

2. Attendance

Board Member	Position	Attendance
George Muncan	President	Present
Jessica Reis-Coelho	Treasurer	Present
Anthony Stimma	Secretary	Present

Other attendees reflected in the meeting materials included Charlotte, Albert Mota, Heidee Benitez as meeting facilitator/host, and at least one additional unnamed attendee.

3. Purpose and Agenda

The Board convened to review urgent county compliance, safety, vendor, financial, pest-control, insurance, and communication matters affecting Orangewood Condominium Association.

- Review and selection of vendor proposals for exterior stairs, elevated decks, railings, permitting, and related materials for Buildings 2, 3, 4, and 5.
- Review and selection of vendor proposals for electrical code compliance work across Buildings 1, 2, 3, 4, and 5.
- Review and approval of the 2026 Compliance Special Assessment amount, purpose, and payment schedule.
- Disclosure of the attorney balance allocation from assessment proceeds after selected compliance projects.
- Informational update regarding pest control and termite service provider change, separate from the special assessment.
- Updates regarding payment options, collections, insurance status, tenant screening, resident rules, community improvements, and owner communication.

4. Board Actions and Decisions

A. Exterior Stair and Elevated Deck Replacement - Buildings 2, 3, 4, and 5

The Board reviewed proposal comparisons for the exterior stair and elevated deck replacement project. Tropical Homes by Integrity Builders was identified as the recommended and selected vendor, subject to final written proposal/contract confirmation of scope, licensing, insurance, permitting responsibility, warranty, schedule, and change-order terms.

Vendor reviewed	Amount / basis	Key terms noted	Board status
Tropical Homes by Integrity Builders	$171,950.40 total; $42,987.60 per building x 4 buildings	Payment schedule shown as four equal 25% payments of $42,987.60; scope includes drawings, engineering, permitting, demolition, framing, composite decking, and 42-inch aluminum rails; 1-year builder warranty noted.	Selected
Home Specialist Team	$174,910.00 total shown on estimate	Comparable quote reviewed; estimate language and railing terms required verification.	Reviewed / not selected
Cherrywood	$176,000.00 total; $44,000 per building x 4 buildings	Deck, staircase, railing, handrail, permitting, and cleanup included; 50% deposit / 50% completion terms noted.	Reviewed / not selected

Board action: The Board approved proceeding with Tropical Homes by Integrity Builders for the exterior stair/elevated deck project, subject to final written contract safeguards and verification. Vote reflected in the meeting materials: unanimous approval by the three Board members present.

B. Electrical Code Compliance Repairs - Buildings 1, 2, 3, 4, and 5

The Board reviewed proposals for electrical code compliance work affecting all five buildings. Tropical Homes by Integrity Builders was identified as the recommended and selected vendor, subject to final written proposal/contract confirmation of exact electrical scope, code deliverables, permitting, insurance/licensing, warranty, unit-access planning, power interruption notice, and change-order approval terms.

Vendor reviewed	Amount / basis	Key terms noted	Board status
Tropical Homes by Integrity Builders	$16,467.00	Scope reflected in presentation materials includes 35 electrical A/C disconnects with wires, 33 weatherproof outlets with new covers, 4 walkway light posts with solar panels, repair/termination of loose pipes throughout all buildings, permits, and 1-year builder warranty.	Selected
Jeff Masters / Mutt's Electric	$24,107.50	Estimate #638; deposit required; included conduit/wiring repairs, panels, outlets, circuits, trenching, lights, disconnects; two exclusions noted for troubleshooting/replacement of light fixtures.	Reviewed / not selected
Infinite Electric	$40,787.00	County/AHJ repair scope estimate; included panel/disconnect/GFCI/weatherproof cover, conduit/wiring, and post-light items; excluded communications/cable/utility systems and finish repairs.	Reviewed / not selected

Board action: The Board approved proceeding with Tropical Homes by Integrity Builders for the electrical code compliance repairs. The proposal payment schedule reflected 10% upon signed proposal ($1,646.70), 60% at permit issuance ($9,880.20), and 30% at job completion ($4,940.10). Vote reflected in the meeting materials: unanimous approval by the three Board members present.

C. 2026 Compliance Special Assessment

Financial Summary - Approved 2026 Compliance Special Assessment

Total proposed assessment	$204,703.20
Assessment basis	$5,686.20 per unit x 36 units
Payment plan	Four equal installments of $1,421.55 per unit
Installment months	July 2026, August 2026, September 2026, October 2026
Association-wide total per installment	$51,175.80
Assessment purpose	County compliance repairs and improvements, stair/elevated deck replacement, electrical code compliance work, permits, materials, labor, inspections, and related project costs

Board action: The Board approved moving forward with the 2026 Compliance Special Assessment budget and the four-stage payment plan. The minutes reflect the corrected assessment total of $204,703.20 based on $5,686.20 per unit x 36 units. Owners may pay in full or through the four installment stages identified in the mailing package.

The Board discussed payment flexibility, the importance of timely payment due to county compliance and safety requirements, and the need to maintain transparent handling of special assessment funds through the appropriate payment account/process.

D. Attorney Balance Allocation Disclosure

The Board reviewed the remaining assessment amount available after the selected Tropical Homes projects and the current attorney balance information shown in the July 2, 2026 Becker / Briony Swift invoice snapshot.

Allocation item	Amount / note
Total proposed special assessment	$204,703.20
Less selected Tropical Homes stairs/decks project	($171,950.40)
Less selected Tropical Homes electrical project	($16,467.00)
Projected remainder available for attorney balance	$16,285.80
Current Becker / Briony Swift balance due shown in materials	$18,732.36
Estimated remaining attorney balance not covered by the projected remainder	$2,446.56

Disclosure: Amounts are subject to updated invoices, credits, payments, adjustments, and final Board/accounting reconciliation.

E. Pest Control and Termite Service Update - Informational Only

The Board discussed pest-control and termite-service options as an informational owner update. The presentation materials state that this item is separate from the 2026 Compliance Special Assessment and not included in the special assessment budget.

Provider reviewed	Proposal details noted	Status	Assessment impact
Orkin	Termite treatment and pest-control-only proposals reviewed, including options for subterranean termite bait stations, drywood termite treatment, renewal costs, and monthly/annual pest service.	Reviewed / not selected	Not included in assessment
Arrow Services	One-time drywood termite local spot corrective retreat proposal dated June 29, 2026; one-time treatment price noted as $1,133.50.	Reviewed / not selected	Not included in assessment
Truly Nolan	Selected provider in the meeting materials. Terms reflected include termite protection investment of $14,125.00, monthly baiting rate of $175/month, initial pest-control cost of $1,368.00, pest-control monthly rate of $288/month, quarterly rate of $864, unlimited call-backs, free staircase treatment for new wood as staircases are replaced, and	Selected	Separate from assessment

Provider reviewed	Proposal details noted	Status	Assessment impact
	rodent exclusion noted as an approximate $5,000 value.		

Board direction: Proceed with the provider change to Truly Nolan as reflected in the meeting materials, with treatment priority beginning at Building 2 due to active termite concerns and coordination with construction sequencing.

5. Additional Discussion Items

A. Construction Sequencing and Safety Priority

- The Board discussed the urgency of completing county-required repairs to address safety hazards and reduce the risk of project delays, compliance concerns, and additional exposure to the Association.
- Building 5 was identified as a first priority for stair/elevated deck repairs due to poor visible condition.
- Building 2 was identified for pest-control treatment priority before wood-repair sequencing, due to active termite concerns.
- The Board discussed that the work should proceed one building at a time as funds and contractor scheduling permit.

B. Payment Processing and Financial Transparency

- The Board discussed opening/using a dedicated process for special-assessment payments and making electronic or credit-card payment options available to owners when feasible.
- The Board discussed continuing transparent payment handling, including more than one authorized person involved in safeguarding and reviewing the account/payment process.
- Current collection update reflected in the presentation materials: $20,393.95 collected toward the 2026 Compliance Special Assessment as of the meeting update.
- The Board discussed a unit/payment concern involving a bank-related issue; the official assessment amount and payment plan remain as stated in the approved materials.

C. Insurance Status

The Board discussed insurance coverage status and ongoing communication with the insurance agent. The Board expected an update by the end of the week and discussed the relationship between active repair progress and potential coverage options.

D. Tenant Screening, Resident Rules, and Communications

- The Board discussed streamlining the tenant/rental screening process, including electronic payment options and a target response timeline of approximately 5-7 days, while considering a structured timeline not exceeding 15 days where appropriate.
- Resident-rule concerns were discussed, including bicycles, scooters, pets, pool usage, and general rule awareness.
- The Board discussed communicating rules more clearly through owner packets, online posting, physical copies, banners, or other reasonable communication methods.

E. Community Recognitions and Owner Address Update

- The Board recognized and thanked Svetlana Kalitina and Sergei Shvets for supporting OWA by adding visible building numbers to all buildings.
- The Board recognized and thanked Jessica and Laio Coelho for supporting installation of the new OWA community mailbox.
- The official OWA mailing address reflected in the presentation materials is: 22291 Westchester Blvd., Attn: OWA Office, Port Charlotte, FL 33952.
- The Board also acknowledged volunteer/community efforts supporting cleanup, access, and visible community improvements.

6. Owner Communication and Mailing Package

The Board directed that owner-facing materials be distributed and/or posted to communicate the special assessment, the vendor decisions, the payment plan, the scope of required work, and informational pest-control updates. The mailing package should include the special assessment notice, payment schedule, assessment purpose, project/vendor decision summaries, and any required supporting disclosures.

The Board also discussed providing letters or documentation that may assist owners with potential personal insurance inquiries related to emergency stair repairs, where applicable.

7. Action Items

Responsible party	Action item	Status / timing noted
George Muncan / Board	Finalize owner mailing package and special assessment notice; coordinate online posting of approved materials.	Immediate / next mailing cycle
George Muncan / Board	Finalize electronic/credit-card/payment process for assessment payments once banking setup is complete.	Targeted for next week per discussion
George Muncan / Board	Continue work with insurance agent to secure/restore appropriate Association coverage and report update to Board/owners as appropriate.	Update expected by end of week
George Muncan	Contact nearby hotel option regarding special pricing for temporary housing needs during stair construction, if needed.	Follow-up item
Jessica Reis-Coelho	Follow up with Tropical Homes by Integrity Builders regarding final written proposal/contract for stairs/elevated decks and electrical work.	Next week / before execution
Jessica Reis-Coelho / Board	Coordinate construction sequencing, starting with highest-priority areas as discussed.	Building 5 priority for stairs; Building 2 priority for pest treatment
Jessica Reis-Coelho / Board	Coordinate Truly Nolan pest-control/termite service transition and initial treatment scheduling.	Building-by-building implementation
Board	Ensure Board members have access to financial statements and project/payment information for transparency.	Ongoing
Board	Prepare and distribute owner communication regarding resident rules, screening process, and community rule awareness.	Ongoing

8. Adjournment

There being no further business reflected in the meeting materials, the meeting was adjourned at 8:28 PM Eastern Time.

9. Prepared and Certified

Prepared for Board signature and Association records on July 4, 2026. These minutes are presented for approval and signature by the Orangewood Condominium Association, Inc. Board of Directors.

BOARD CERTIFICATION AND SIGNATURES

Orangewood Condominium Association, Inc. | July 3, 2026 Meeting Minutes

By signing below, the undersigned Board members confirm that these minutes were reviewed and approved for Association records, online posting, and inclusion in the owner mailing package.

George Muncan: ______________________ Date: 7/3/2026
President

Jessica Reis Coelho: ______________________ Date: 7/3/2026
Treasurer

Anthony Stimma: ______________________ Date 7/3/2026