



ORANGEWOOD
CONDOMINIUM ASSOCIATION, INC.

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Board Meeting Minutes

Meeting Information

- Subject: NOTICE OF BOARD MEETING ORANGEWOOD CONDOMINIUM ASSOCIATION, INC.
- Date: June 6, 2026
- Session 1: 6:13 PM – 6:53 PM (PDT)
- Session 2 (Continuation Meeting): 6:56 PM – 7:51 PM (PDT)
- Host: Heidee Benitez
- Presiding Officer: George Muncan, President
- Recording: Meeting was recorded for association records.

Attendees

Attendees included Heidee Benitez, George Muncan, Jessica Reis-Coelho, Rei Mane, Albert, JS, JP, Jenny Soyulmaz, and other participating board members and owners who joined the sessions.

Call to Order

The meeting was called to address board leadership transitions following the recall process and to review several urgent matters affecting the association, including insurance coverage, hurricane claims, county compliance issues, financial controls, contractor proposals, and legal matters.

Board Organization and Appointments

Following discussion regarding board restructuring after the recall, the following appointments were confirmed:

- Jessica Reis-Coelho accepted appointment as Treasurer.
- Anthony Stemmer was appointed Secretary.
- Existing board leadership transitions were acknowledged and recorded.



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During the continuation meeting, the board discussed the increasing need for coordination among attorneys, contractors, county officials, insurance representatives, and board members regarding multiple ongoing legal and compliance matters. Following discussion, the board voted to appoint Heidee Benitez as Legal Liaison for the association.

Legal Liaison Responsibilities

The Legal Liaison role was established to assist with:

- Coordination with association attorneys.
- Documentation management and records collection.
- Contractor and county communications.
- Support for insurance and claims-related matters.
- Assistance with compliance and remediation projects.
- Oversight of legal correspondence and claim documentation.

Insurance Matters

Property Insurance Cancellation

The board reviewed the cancellation of the association's property insurance policy. The insurance representative confirmed the cancellation resulted from missed installment payments and was not related to structural conditions of the property. The board reviewed payment history and discussed reinstatement options.

Discussion included:

- Missed premium installments totaling approximately \$4,243.85.
- Review of payment records and banking activity.
- Clarification of insurance coverage consolidation efforts.
- Need to verify prior payments and reconcile records.

Insurance Action

The board authorized continued discussions with the insurance carrier regarding reinstatement options and payment arrangements.



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Hurricane Insurance Claims

Hurricane Milton Claim

The board reviewed the status of the Hurricane Milton insurance claim. Legal counsel advised that the claim faces a very high likelihood of denial because critical supporting documentation is missing, including photographs, invoices, repair records, and continuity documentation.

Discussion included:

- The claim consists of multiple damage categories.
- Additional records are required to support damages claimed.
- Attorneys expressed concerns regarding documentation gaps.
- Existing records must be reviewed to distinguish prior repairs from subsequent hurricane damage.

Hurricane Ian Claim Documentation

The board reviewed efforts to obtain historical records related to the Hurricane Ian claim.

Updates included:

- A certified request was sent to the law firm previously handling the matter.
- The association requested surrender of all claim-related documentation.
- Historical records may help support unresolved Hurricane Milton issues.
- Challenges continue due to changes in legal representation and unavailable files.

County Compliance and Safety Issues

The board discussed multiple county compliance matters requiring attention and corrective action.

Topics included:

- Unpermitted stair repairs.
- Electrical compliance requirements.
- Building safety concerns.
- Hazard remediation requirements.
- Permit acquisition and inspection processes.



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Heidee reported that county officials have indicated a potential extension of approximately 30 to 60 days for certain corrective actions, allowing additional time to address safety-related repairs without immediate penalties.

The board agreed that compliance issues remain among the association's highest priorities.

Stair Repair Project

A substantial portion of the continuation meeting focused on deteriorated stair structures identified as safety hazards by county authorities.

The board reviewed four contractor proposals ranging from approximately \$89,153 to \$174,910.

Discussion covered:

- Scope of work.
- Warranty terms.
- Permitting requirements.
- Contractor qualifications.
- Payment schedules.
- Long-term durability of repairs.

Home Specialist Team's proposal was discussed extensively because of:

- Comprehensive scope of work.
- Extended warranty coverage.
- Structured payment schedule utilizing multiple installments.
- Detailed permitting and project management approach.

No final contractor selection was made during the meeting. Board members agreed to continue reviewing proposals before voting.

Electrical Repairs

The board reviewed electrical work required to satisfy county requirements and discussed invoices totaling approximately \$24,107.50 associated with ongoing electrical remediation efforts.



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Discussion included:

- Existing electrical deficiencies.
- Compliance obligations.
- Potential negotiations regarding electrical work costs.
- Coordination with contractors and county officials.

Stucco Defects and Legal Review

The board reviewed ongoing concerns related to defective stucco work and previous contractor performance.

Discussion included:

- Incomplete and deficient work performed by prior contractors.
- Costs associated with correcting remaining deficiencies.
- Potential legal remedies.
- Contract review requirements.
- Possible claims involving contractor performance and responsibility.

The board agreed that legal counsel should review all related contracts and provide recommendations regarding available options.

Financial Review and Controls

The board discussed current financial conditions and administrative controls needed to improve transparency and accountability.

Topics included:

- Monthly association revenue.
- Delinquent owner assessments.
- Financial reporting requirements.
- Banking controls.
- Transparency for owners.



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Financial Governance Actions

The board approved implementation of a two-signature requirement for financial transactions.

The board also discussed:

- Creation of recurring monthly financial reports.
- Reporting of revenues and expenses.
- Tracking delinquent accounts.
- Improved owner access to financial information.

Delinquent Assessments and Collections

The board reviewed outstanding owner assessments and collection procedures.

Discussion included:

- Delinquent accounts dating back several years.
- Collection letter procedures.
- Potential lien actions.
- Legal collection processes.

The association attorney was requested to proceed with appropriate collection actions where necessary.

Grant and Funding Opportunities

Heidee reported ongoing efforts to secure grants and charitable funding opportunities to assist with repair costs and reduce the financial burden on owners.

The board supported continued exploration of:

- Grant programs.
- Charitable funding sources.
- External financial assistance opportunities.
- Alternatives to increased special assessments.



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Property Maintenance Issues

The board discussed additional maintenance concerns affecting the property.

Topics included:

- Damage resulting from removal of a storage container previously sold by the association.
- Cleanup and remediation needs.
- Disposal of damaged materials.
- Ongoing pest control concerns.
- General property maintenance obligations.

Decisions and Resolutions

The board reached the following decisions during the combined meetings:

- Jessica Reis-Coelho was confirmed as Treasurer.
- Anthony Stemmer was appointed Secretary.
- Heidee Benitez was appointed Legal Liaison.
- A two-signature requirement for financial transactions was approved.
- Continued pursuit of insurance reinstatement was authorized.
- Continued collection and organization of hurricane claim documentation was authorized.
- Financial reporting improvements were approved.
- Contractor proposals for stair repairs will undergo additional review before final selection.

Action Items

The board assigned the following actions:

George Muncan

- Meet with the insurance representative regarding reinstatement options.
- Provide insurance payment records and documentation.
- Follow up on Hurricane Ian file requests.
- Continue gathering Hurricane Milton claim documentation.
- Coordinate county compliance efforts.
- Address damages associated with storage container removal.



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Heidee Benitez (Legal Liaison)

- Coordinate communications with attorneys.
- Organize and upload project documentation.
- Share invoices, contracts, proposals, and compliance records.
- Continue grant and funding applications.
- Support county compliance and repair coordination.
- Maintain documentation transparency for board review.

Jessica Reis-Coelho (Treasurer)

- Review and reconcile insurance payment history.
- Obtain administrative access to association records systems.
- Develop recurring monthly financial reports.
- Monitor delinquent account reporting.

Jessica Reis-Coelho and George Muncan

- Implement the two-signature banking requirement.

Attorney

- Review stucco-related contracts and legal options.
- Issue collection letters for delinquent assessments.
- Advise the board regarding contractor and compliance matters.

Board Members

- Review stair-repair proposals and supporting documentation.
- Evaluate contractor selections and vote on project award.
- Review monthly financial reports.
- Improve records transparency and website compliance.
- Explore cost-reduction opportunities.
- Establish a dedicated account for repair-related funds.
- Continue discussions regarding the association's official mailing address.



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Adjournment

The consolidated meeting concluded after extensive discussion of board organization, insurance coverage, hurricane claims, county compliance requirements, stair and electrical repairs, contractor evaluations, financial controls, legal matters, grant opportunities, and property maintenance concerns. The board agreed to continue working collaboratively to address the association's immediate operational, financial, and compliance priorities.