



## MEETING MINUTES

### Special Assessment / Owner Meeting - June 16, 2026

<b>Date</b>	June 16, 2026
<b>Call to Order</b>	6:37 PM
<b>Adjournment</b>	7:13 PM
<b>Location / Format</b>	Zoom meeting with owner participation; some participants were present at the community/pool area.
<b>Association</b>	Orangewood Condominium Association, Inc.
<b>Meeting Purpose</b>	To review and discuss the special assessment, County code-compliance findings, vendor quotes, financial obligations, payment process, insurance status, and next steps.

### 1. Call to Order, Quorum, and Attendance

- The meeting was called to order at approximately 6:37 PM on June 16, 2026.
- Quorum was confirmed at the beginning of the meeting.
- Board members referenced during the meeting included George Muncan, President; Jessica Reis-Coelho, Treasurer; and Anthony Stimma, Secretary.
- Heidee Benitez facilitated portions of the discussion as Legal Liaison / Board support.
- Owners and participants attended via Zoom and/or from the community area. Not all owners were present.

### 2. Purpose of Meeting

- The meeting was held to explain the special assessment and provide owners with an update on final repair needs, vendor quotes, invoices, payment expectations, and next steps.
- The Board noted that a packet had been mailed and/or emailed to owners with a general assessment summary and that additional supporting documentation, including quotes and invoices, would be provided.

### 3. Special Assessment Summary

- The Board discussed a special assessment totaling \$200,000.00 to address required repairs and current Association obligations.
- The assessment is intended to fund exterior stair/deck/railing replacement, electrical code-compliance work, and outstanding attorney invoices for services rendered since November 2025.
- The updated total per paying unit is \$5,714.29 based on 35 paying units out of 36 total units.

- Owners may pay in full or through a four-month installment plan. The Association expects the first payment period to begin in July 2026, with reasonable communication from owners encouraged if payment timing issues arise.

Assessment Component	Amount
Exterior stair/deck/railing replacement	<b>\$175,000.00</b>
Electrical code-compliance work	<b>\$16,420.00</b>
Attorney Bryony Swift - outstanding invoices since 11/2025	<b>\$8,580.00</b>
<b>Total Assessment</b>	<b>\$200,000.00</b>

#### 4. Payment Options and Separate Assessment Account

- Option 1: Lump sum payment of \$5,714.29.
- Option 2: Four-month installment plan: July 1 - \$1,428.58; August 1 - \$1,428.57; September 1 - \$1,428.57; October 1 - \$1,428.57.
- The Association will open a separate special assessment bank account to collect and track these funds and avoid commingling with other Association funds.
- Upon completion of the assessment work and reconciliation of the account, any remaining surplus, if applicable, will be handled according to the Association's obligations and returned/credited as appropriate to owners who paid into the assessment.
- Payment methods discussed included an online payment link through the Association website and check payment once the account is established.

#### 5. Stair, Deck, and Railing Replacement

- Jessica Reis-Coelho summarized the stair/deck/railing pricing and explained that the Board obtained comparable quotes with similar pricing.
- The Board selected the approximately \$175,000.00 option because the contractor was willing to work with the Association on payment terms, complete permitting, and perform the required replacement work.
- The scope discussed includes exterior stairs, decks, wood replacement, and railings; owner balconies were specifically clarified as not included in the County-required common-area scope.
- The work will be prioritized by need, with the expectation that one building will be addressed at a time as funds are collected and work proceeds.
- The Board emphasized that the repairs are safety-related and required to address County concerns.

#### 6. Electrical Code-Compliance Work

- The Board discussed existing electrical concerns, including exposed wiring, non-weatherproof exterior outlets, wiring that must be rerun through conduit, and cable/electrical wiring concerns.
- A prior quote was approximately \$24,000 to \$25,000; the Board is working to reduce the cost and obtain competitive/comparable pricing from licensed, insured, and qualified vendors.
- The assessment allocation for the electrical portion was discussed in the range of approximately \$15,000 to \$16,000 and finalized in the assessment package at \$16,420.00.
- Owners asked whether AC breaker boxes and exterior code issues were included; the Board noted that code-related electrical items are part of the compliance work being evaluated and addressed.

## 7. Attorney Invoices and Collections

- The Association discussed outstanding attorney invoices for services rendered since November 2025.
- A good-faith payment had already been provided to the attorney, and additional payment is required for continued representation and legal support.
- The attorney is expected to assist with County-related letters, documentation, collection matters, and other Association legal needs.
- The Board stated that delinquent accounts and payment history are being reviewed and worked through with legal counsel.

## 8. Insurance Update

- The Board reported that the Association currently does not have active property insurance coverage due to prior payment/financing history and concerns related to the current condition of the buildings.
- The Board is working with the insurance agent to obtain replacement coverage and provided the agent with documentation regarding the special assessment and planned repairs.
- The Board also discussed flood insurance and the possibility of pursuing an exemption or reclassification process through FEMA or related channels.
- Owners discussed prior flood insurance concerns and the possibility of revisiting governing document requirements if legally appropriate.

## 9. Transparency, Vendor Documentation, and Owner Communications

- The Board stated that owner packets will include supporting quotes, the selected vendor information, the electrical quote, and a summary of the attorney invoices to the extent appropriate.
- Owners raised concerns regarding vendor licensing and prior vendor history. The Board stated that before entering into contracts, the Association will verify licensing, insurance, bonding, workers' compensation, permits, and other required documentation.
- The Board emphasized that documentation and receipts will be shared and that financial controls will involve more than one authorized person.
- The Board noted that the Association website and direct mail tools are being used to improve notice, mailing records, and owner communication.

## 10. Community Operations and Improvements

- The Board discussed opening a local Association mailing address or P.O. Box so mail no longer routes to Miami and so local Board members can access Association correspondence.
- A new community sign/banner with the updated Orangewood logo is being pursued, including potential donated support.
- The Board acknowledged that beautification projects will be addressed over time after immediate safety, code-compliance, and financial obligations are addressed.
- Anthony Stimma was recognized for cleaning debris and discarded items from the community area, helping address County concerns and improve the property condition.

## 11. Owner Questions and Discussion

- Owners asked whether the assessment included balconies; the response was that the County-required common-area work does not include balconies.
- Owners asked about electrical responsibility and whether prior contractors may have contributed to current issues. The Board acknowledged concerns but focused on current compliance obligations and required repairs.
- Owners discussed flood insurance, insurance requirements, and potential future action regarding Association obligations.

- Owners asked about payment flexibility. The Board stated that owners should communicate with the Board and that the Association will work with owners where possible while still meeting repair obligations.
- An owner payment of \$4,000.00 from Harry was acknowledged during the meeting with appreciation.

## 12. Motions and Adjournment


- A motion to adjourn was made near the conclusion of the meeting.
- The motion was seconded, and the meeting was adjourned at approximately 7:13 PM on June 16, 2026.

## 13. Action Items / Next Steps

Responsible Party	Action Item
Board / Treasurer	Open a separate special assessment bank account and establish payment collection process.
Board	Finalize vendor documentation and contract terms for stair/deck/railing replacement.
Board / Treasurer	Continue electrical quote review and confirm licensed/insured vendor scope.
Attorney	Prepare and send required letters and assist with County documentation and collection matters.
Board	Send final owner communication with assessment details, invoices, quotes, and payment instructions.
Board / Insurance Agent	Continue property insurance replacement coverage efforts and flood exemption/review process.
Board	Establish local Association mailing solution, either community mailbox or local P.O. Box.
Board / Community Volunteers	Continue community cleanup and future beautification planning after compliance items are addressed.

## 14. Approval

*These minutes are prepared from the meeting transcript and should be reviewed and approved by the Board at a subsequent meeting.*

<b>George Muncan, President</b>	Signature:  Date: <u>6/17/2026</u>
<b>Jessica Reis-Coelho, Treasurer</b>	Signature: _____ Date: <u>6/17/2026</u>
<b>Anthony Stimma, Secretary</b>	Signature: _____ Date: <u>6/17/2026</u>

