

**Minutes of the Meeting of the  
Board of Directors of Greenwich Association  
February 23, 2023**

**Meeting Called To Order**

The meeting was held virtually/cardroom and called to order by Donna at 7:10 PM.

**Roll Call**

A roll call established a quorum. Present at the meeting were:

- Directors – Donna McVay, Stefan Zak, Angela Conde, Michael Traboulay, Michael Lockett, Nilton Tavares, and Rafik De Mello
- Management – Jay Pietrafetta and Jorge Hernandez

**Approval of Previous Minutes**

Donna made a motion to approve August 16, 2022, minutes, and Michael L. seconded the motion. Everyone was in favor, and none were opposed.

**Financial Report**

Jorge read the Financials report for December 2022. Jay asked Angela if she had anything to add to the Financials. Angela responded by saying not at this time.

**Manager's Report**

Jorge read the manager's report.

**New Business**

- a. Insurance
  - I. Amanda and Alec from Brown & Brown spoke about the increases they see throughout the state. They explained the reason for the increases.
- b. Proxy Vote for Reserved Spending for 40-Year Repairs
  - II. Jorge explained the figures to pay for the 40-Year repairs. He explained the process of passing the vote.
- c. Reroof the Front Overhang
  - III. Jorge said he is gathering quotes to reroof the front overhang since it will not pass the 40-Year inspection.

**Old Business**

- a. Security
  - I. The hour of security was changed from 9 pm – 5 am to 10 pm – 6 am due to incidents occurring after 5 am. We informed Elite that we want to have the guards visible. One of the guards was replaced due to a lack of performance.

b. Violations

II. Jorge explained a few reasons residents are getting violations and/or fines for breaking the rules of the building.

c. Garage Construction

III. Jorge explained what had happened with the garage repairs. He spoke about the delay in restarting the repairs in Phases 2 & 3 caused by CH Global's legal team.

d. 40-Year Construction

IV. Jorge informed everyone of the status of the 40-Year repair. He explained that during the engineer's inspection, the engineer saw things that needed repairs, old smoke detectors, wrong outlets in wet areas, open pockets in the balcony rails, and stucco delamination. Jorge said he would send an email about another inspection to all owners, with a deadline, to replace smoke detectors and GFCI outlets in wet areas. He said if these items are not addressed before the inspection, the Association will do the repairs and then bill the unit owners.

Michael L. motioned to adjourn the meeting at 9:22 pm, and Donna seconded the motion.

**Minutes of the Meeting of the  
Board of Directors of Greenwich Association  
April 18, 2023**

**Meeting Called To Order**

The meeting was held virtually/cardroom and called to order by Jorge at 7:04 PM.

**Roll Call**

A roll call established a quorum. Present at the meeting were:

- Directors – Donna McVay, Angela Conde, Michael Traboulay, and Michael Lockett
- Management – Jorge Hernandez

**Old Business**

- a. Approval of 40-Year Repair Proxy
  - I. The proxy is to pay for the 40-Year repairs from reserve funds. Proxy votes were counted, and the result are 130 owners voted YES, two owners voted NO, and 11 proxies were incomplete. Donna motioned to pass the proxy vote to move reserve funds to the operating account to pay for the 40-Year repairs, and Michael L. seconded the motion. Everyone was in favor, and none were opposed.

Donna motioned to adjourn the meeting at 7:06 pm.

**Minutes of the Meeting of the  
Board of Directors of Greenwich Association  
July 20, 2023**

**Meeting Called To Order**

The meeting was held virtually/in the cardroom and called to order by Donna at 6:36 PM.

**Roll Call**

A roll call established a quorum. Present at the meeting were:

- Directors – Donna McVay, Angela Conde, Michael Lockett, and Stefan Zak  
Rafik De Mello was on Zoom
- Management – Jorge Hernandez

**Approval of Previous Minutes**

Michael motioned to approve the minutes of November 8, 2022, November 21, 2022, November 28, 2022, February 23, 2023, and April 18, 2023; Angela seconded the motion. Everyone was in favor, and none were opposed.

**Financial Report**

Jorge read the Financials report for June 31, 2023. In operations, there is \$56,410.34; in reserves, there is \$409,041.06; and in escrow (damage deposit), there is \$128,276.91.

**Manager's Report**

Jorge read the manager's report.

**New Business**

- a. 2023 Legislature Update
  - I. Jorge read the updates.
- b. Visitor's Pass
  - II. Jorge informed the attendees that a new visitor's form would be generated and emailed to residents and landlords.
- c. Cooling Tower
  - III. Jorge explained that the cooling tower fills need to be replaced. He said that the mud legs would be cleaned monthly as instructed by the cooling tower vendor. He also noted that 32 air-release valves would be installed to reduce the vibration caused by air in the system.
- d. Lobby A/C and Boiler
  - IV. Jorge explained that the lobby a/c was broken beyond repairs, and quotes were being requested. He said one of the three boilers needed to be replaced in 2023 and the final one in 2024.

### **Old Business**

- a. Violations of Rules & Regulations
  - I. Jorge read out a few rules that get broken frequently.
- b. Update to Garage Construction
  - I. Jorge informed everyone present what was being done in the garage.
- c. Update to the 40-Year Construction
  - I. Jorge read out what was being done to gather the permit and what the city was requesting from the building.

Donna motioned to adjourn the meeting at 8:42 p.m.; Michael seconded the motion.

**Minutes of the Meeting of the  
Board of Directors of Greenwich Association  
September 28, 2023**

**Meeting Called To Order**

The meeting was held virtually/in the cardroom and called to order by Donna at 6:35 PM.

**Roll Call**

A roll call established a quorum. Present at the meeting were:

- Directors – Donna McVay, Angela Conde, Michael Lockett, and Nilton Tavares Rafik De Mello was on Zoom.
- Management – Jorge Hernandez

**Financial Report**

Jorge read the Financials report for August 2023. In operations, there is \$38,686; in reserves, there is \$418,476; and in escrow (damage deposit), there is \$131,427.

**Old Business**

- a. Update to 40-Year Construction
  - I. Jorge informed the attendees that the permit was acquired last week and that there will be a pre-construction meeting on 10/02/23. The meeting is with the contractor and engineer. The meeting is to discuss when the work will begin and the schedule. Jorge explained that the residents would receive an email with the construction schedule.
- b. Lobby A/C & Boiler
  - I. Donna informed the attendees that the a/c unit in the lobby had been ordered but is on backorder. She explained that one of the boilers also went bad. The reserves will pay for both equipment since they are both heavy equipment.

**New Business**

- a. Cooling Tower
  - I. Jorge explained there is a quote for extensive repair to the cooling tower. He said it would be one of the items that may be added to the budget.
- b. 2024 Budget Preview
  - I. Donna informed attendees that the budget is prepared between September and October and approved in November. She explained that the cost of living has increased, and our insurance is the big-ticket item on the budget. She said that our insurance renews every February. When the 2023 insurance came to the renewal date in February, it had tripled what was budgeted for. She explained that the windstorm policy is very high. Our insurance broker is trying to get insurance from Citizen, but Citizen is not accepting buildings without the 40-year certification. We decided we would be tight in spending to prevent a special assessment in 2023. There will be another meeting next week to get an update on the construction and insurance. Donna pointed to the poster boards on the

wall to inform the attendees of the expenses the building has. She read out the things on the list. Donna explained if we want to do repairs in the future, we must start funding it now.

**Open Floor**

- a. There was talk of a maintenance personnel. There was a discussion on the insurance increase. There was talk of recycling and canceling the recycling pickup.

Donna motioned to adjourn the meeting at 7:49 p.m.; Michael seconded the motion.

**Greenwich Association Board of Administration**  
**Minutes of the Meeting of December 21, 2023**

The meeting was held in the Card Room of the building and was called to order at 7:06pm.

In attendance were Donna Mc Vay, Michael Lockett, Angela Conde, Nilton Tavares, Stefan Zac, and Maria Werlau. Sandra Valencia participated by zoom.

Jorge Hernández, the Property Manager, and Jay Pietrafetta, from Sunrise Management Company, were also present as well as seven Association members.

Donna Mc Vay, the President, and Jorge Hernández, the Property Manager, provided an update on 40-year restoration work currently underway in the balconies and windows. Jorge explained why the paint is peeling, as determined by a Sherwin Williams inspection, and will need extensive patching that may make a full building repainting less expensive.

Jay Pietrafetta explained the dynamic nature of the work and how findings are addressed as the problems needing repair become visible.

It was explained that the restoration company and the engineer under the Association's contract provide updates to the Board every other Monday morning, reporting findings, suggesting remedies, and answering questions. Their next session will be on January 8<sup>th</sup> and successively every two weeks.

Jay stated that Greenwich has a strong relationship with Banco Popular and explained in some detail that it offers interest-only lines of credit that provide flexibility for draw-downs for up to 18 months. This allows flexibility to decide on the different projects to be undertaken until the total amount needed for all the improvements is determined and longer-term loan is committed to, which would then be covered with a Special Assessment. Among the projects that this would fund are replacing the cooling tower, Greenwich's share of restoring the parking garage, and the parking lot repair to correct the flooding.

Copies were distributed to all attendees with information on a Miami-Dade County support program for Special Assessments (interest free loans for up to 40 years for qualifying applicants).

Questions regarding the extensive work done in recent years by Pro Max & First Choice were addressed and Jay explained that it was needed work that was not linked to the structural repairs required for the 40-year certification.

The following motion was proposed: The color for waterproofing balconies that need the resurfacing will be decided by the President and the Property Manager in a color that matches the existing color palette of the building. It was approved, with Donna Mc Vay, Michael Lockett, Angela Conde, Nilton Tavares and Maria Werlau voting in favor, and Stefan Zac voting against.

The date for an upcoming Board meeting for January will be announced soon.

The meeting adjourned at 8:43pm.