

# **Windrush Bay Condominium Association, Inc.**

**Board of Directors Meeting Minutes  
Wednesday, December 17, 2025 – 6:30 PM  
Clubhouse and via Zoom**

## **1. Call to Order**

The meeting was called to order at 6:30 PM by President Michelle Mezaros.

## **2. Meeting Verification**

Proper notice of the meeting was confirmed, and the meeting was duly posted.

## **3. Establishment of Quorum**

A quorum was established with the following Directors present:

- Michelle Mezaros, President
- Adam Bobak
- Julie Mirakis-Ginn
- Tina Barber

Mike Reber attended via Zoom.

Also present: Ellyse Vosselmann, AmeriTech Community Manager.

## **4. Approval of Minutes**

A motion to approve the minutes of the November Budget Meeting, Board Meeting, and Organizational Meeting was made by Julie Mirakis-Ginn, seconded by Adam Bobak, and approved.

## **5. Report of the Manager**

- Three accounts remain with the Association's attorney for collection.
- Three additional accounts are delinquent for approximately 30 days.
- The Manager continues to communicate with the Board and the construction company.
- Directors were reminded to document violations with photographs when possible and forward them to the Manager.
- Repairs to the flooded units are nearing completion; remaining items include countertops, flooring, and minor finishing work.

## 6. Reports of Officers

### Records Storage

Windrush Bay has been storing Association records at AmeriTech for \$45 per box. To reduce expenses, Mike Reber and Adam Bobak have been reviewing and consolidating records. To date, 25 boxes have been eliminated. The remaining records are intended to be relocated to the clubhouse once construction is complete.

### Building Repairs – Buildings O and M

Repairs to the walls in Buildings **O and M** were completed using special assessment funds. Replacement of lower wall sections revealed additional pre-existing issues. The project includes structural repairs, windows, and stucco. The Board intends to pursue supplemental funding available at project close-out to offset some of the additional costs.

\$70,000 balance with J Bolt Construction remains for lower wall structural repairs.

### Contractor Payment

JBolt requested earlier payment; however, the Board will adhere to the terms of the original agreement.

### Financial & Reserve Matters

The Board reviewed restrictions on the use of reserve and operating funds. Funds may not be transferred between reserve line items, with the exception of interest earned.

A Certificate of Deposit held in the operating fund will mature in January 2026, at which time the Board will determine appropriate allocation. Industry best practices recommend maintaining two to three months of operating expenses in operating accounts.

A \$34,000 liability insurance invoice was received and will be either paid in full or financed.

## **7. Old Business**

There was no old business.

## **8. New Business**

### **a. Building B Gutter Repair**

A bill for \$912.00 was paid for gutter repair on building B

### **b. Pool Heater Replacement**

The pool heater was replaced by Universal Repairs and Management for \$5,650.00. This expenditure was previously approved via email by Mike Reber, Tina Barber, and Michelle Mezaros.

### **c. Building F – Unit 515 Wall Replacement**

Following water intrusion affecting the unit and sliding doors, JBolt replaced the wall of Condo 515, Building F, for \$28,500, which included associated legal fees. Repair approved by the Board prior to the meeting.

### **d. Lift Station Funding**

A motion to transfer \$4,000 from the interest reserve line to the lift station was made by Julie Mirakis-Ginn and seconded by Adam Bobak. The motion passed. The North Association will assess its proportional share.

**e. Clubhouse Insulation Estimate**

An estimate for clubhouse insulation was received. The Board will seek additional pricing or discounts.

**f. Architectural Review – Unit 651**

An Architectural Review application for the installation of two new windows was submitted by Condo 651. The request was approved by a vote of four in favor and one abstention.

**g. Employee Bonus**

Following discussion at a closed board personnel meeting, a motion to award a \$1,500 bonus to Kyle was made by Michelle Mezaros and seconded by Adam. The motion passed with a vote of four in favor and one opposed.

## **9. Committee Reports**

**a. Financials**

Julie Mirakis-Ginn reported the following balances:

- Operating Funds: \$182,701.21
- Reserve Funds: \$369,417.22
- Total Assets: \$549,508.43

A \$160,000 CD will mature on January 3, 2026.

**b. Pool**

Jeff reported that the pool is operating normally following heater replacement and reiterated the need to continue building the pool reserve.

**c. Clubhouse**

Tina Barber reported that the clubhouse is ready to proceed pending receipt of the permit. An appraisal issue must be resolved before final approval. Michelle Mezaros will meet with a contractor to obtain an estimate for the restoration of the laundry room.

#### **d. Safety**

No report

### **10. Open Forum**

- Villas will be repainted according to the established schedule, and fascia issues will be addressed.
- The owner of **Villa 27** reported flooding concerns related to the berm and pine needle accumulation between neighboring villas.
- The owner of **Villa 14** reported dead patches of grass on the lawn.

### **11. Adjournment**

The meeting was adjourned at 7:43 PM by President Michelle Mezaros.