



WINDSOR WEST CONDOMINIUM
ASSOCIATION, INC.

Board of Directors Meeting Minutes

Meeting	Board of Directors Meeting
Date	February 10, 2026
Time	Scheduled at 6:30 PM EST
Location	Windsor West Condominium Association, Inc.
Called to order by	Michael Contorno, President (Unit 220)
Recorded by	Christina Trapp, Secretary (Unit 207)

1. Call to Order

Michael Contorno, President (Unit 220), called the meeting to order at 6:37 PM. A quorum was established.

2. Attendance

Board members present

- Michael Contorno – President (Unit 220)
- Rose Walker – Vice President (Unit 218)
- Christina Trapp – Secretary (Unit 207)
- Frank Racioppi – Director (remote participation); owner of Units 118, 119, 213, 317, and 30

Board members absent

- Alexander Murillo – Treasurer (Unit 106)

Unit owners present

- Brynne Deetz – Unit 211
- Bob Rutherford – Unit 202
- Jeff Hunt – Unit 5
- Bill Ryan – Unit 15
- Daniel Amaro – Unit 208
- Haydee Powers – Unit 11
- Rick Lanoue – Unit 7

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3. Agenda Items

Sod replacement (old business)

- Sod previously delivered was deemed unsatisfactory and returned to the vendor.
- Replacement sod will be supplied once suitable materials are available.

Litigation update

- No significant developments reported in ongoing litigation matters.
- President prepared by legal counsel for a deposition scheduled for the following week.
- Expert witness inspection related to roofing litigation scheduled later that week with legal counsel present.

Financial matter: check fraud incident

- In December 2025, two unauthorized checks were discovered during an account review.
- One check was stopped prior to processing; one was processed and funds were recovered by the bank.
- Approximately \ \$2,000 was involved; the full amount has been restored to the Association.
- A police report was filed; the matter remains under investigation.
- Subpoenas have been issued to the financial institutions involved; no liability determinations have been made.

Proposed board resolution: tenant screening policy

The Board presented a proposed amendment to the Association's tenant screening resolution.

- Eliminate the minimum credit score requirement for tenants.
- Align purchaser credit score requirements with FHA lending standards.
- Implement an annual lease renewal review process.
- Add a Board discretion clause permitting case-by-case approval where appropriate.

Next steps: The proposed resolution will be circulated for community review; the Board will reconvene within two weeks to consider adoption.

WINDSOR WEST CONDOMINIUM ASSOCIATION, INC.

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Tenant screening vendor review

- Applicants reported difficulties with the current tenant-screening vendor's application system.
- The Board will assess alternative tenant screening vendors.

Association-owned units

Unit	Status / discussion	Next step
205	Renovations substantially complete; awaiting appliance installation prior to rental.	Install appliances; proceed to rental.
310	Minimal renovation required; anticipated to be available for rental.	Complete minor work; proceed to rental.
109	Gutted to structural walls; significant estimated renovation costs.	Evaluate whether renovation or sale is more financially appropriate.
18	Title acquired through foreclosure; prior mortgage status under legal review.	Counsel to assess title implications and occupancy options.

Insurance update

- The Association secured a 42% reduction in property insurance premiums (previous annual cost approximately \$170,000).
- Reduction attributed to structural enhancements, roofing upgrades, and compliance with third nail retrofit requirements.
- The Board will consider whether to finance the premiums or pay them upfront.

4. Motions and Decisions

- Motion to adjourn moved by Michael Contorno; seconded by Rose Walker; approved.

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5. Action Items

- **Sod replacement:** Vendor to supply replacement sod once suitable materials are available.
- **Litigation:** President to attend deposition next week as scheduled; expert witness inspection to occur later that week with counsel present.
- **Check fraud:** Continue cooperating with law enforcement investigation and subpoenas to financial institutions.
- **Tenant screening policy:** Circulate proposed resolution for community review; reconvene within two weeks to consider adoption.
- **Tenant screening vendor:** Evaluate alternative screening vendors.
- **Association-owned units:** Unit 205—install appliances and proceed to rental; Unit 310—complete minor work and proceed to rental; Unit 109—evaluate renovate vs. sell; Unit 18—counsel to assess title and occupancy options.
- **Insurance:** Decide whether to finance premiums or pay upfront.

6. Next Meeting

The next Board of Directors meeting will convene on the second Tuesday of next month (March 10, 2026, at 6:30 pm) to consider the adoption of the proposed tenant screening resolution in addition to the regular scheduled business.

7. Adjournment

The meeting was adjourned at 7:13 PM.

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