

**GREENWICH PROPERTY OWNERS ASSOCIATION, INC.**  
**SPECIAL DIRECTOR'S MEETING**

**Tuesday December 29, 2020**  
**Via Zoom Meeting – Notice And log in data**  
**145 Greenwich Circle, Jupiter FL 33458**  
**MINUTES**

**CALL TO ORDER**

The meeting was called to order at 5:00 pm. A quorum was established. Board members present: Dean Carter, President; Steve Sanders, Vice President; James DeVoe, Treasurer; Directors Maria Sanders, Kate Wesner and Perry Baldwin. Jeff Green, Association Manager representing Capital Realty Advisors was also in attendance. Nicole Chiavarini, Secretary, joined the meeting after it was called to order.

**MEETING PURPOSE** – To discuss proposals received from roofing consultants and engineers and for the Roofing Committee to provide a recommendation to the Board as to which firm or contractor should be engaged to oversee the installation of a new roofing system on the twenty-three (23) buildings within the Association.

**NEW BUSINESS**

Perry Baldwin reviewed and elaborated further on issues pertaining to the planned roof replacement project as previously discussed at the August 11, 2020 and October 13, 2020 Board meetings. For the benefit of all, Perry reviewed the objectives of the roof replacement project; as well as, the foreseeable and possible unforeseeable obstacles which may be encountered before completion of the project may occur. Through the aid of a PowerPoint presentation, Perry used visual aides to discuss the current roofing system, the purpose of hiring an engineer or consultant and how all engineers and consultants were interviewed and evaluated. Following the presentation, Perry reported the Roofing Committee was making a recommendation to the Board for the approval of hiring Four Jays Consulting, Inc. to oversee the roofing project. Perry highlighted in his presentation that the cost of Four Jays was competitive, but additional beneficial attributes about the company that set it apart from other bidders were made known during the interview process. Additional items discussed were the inclusion of a termination section within the Four Jays terms and conditions and Four Jays' retention of all appropriate insurance policies required for this type of project. After questions were taken by all present and a final review of the matters were discussed, Perry Baldwin made a motion to accept the proposal made by Four Jays Consulting, Inc. contingent upon Four Jays acceptance of comments to the terms and conditions of the contract as made by the Association's counsel, and enter into a contract with Four Jays for engineering services related the roofing project. The motion was seconded by Kate and carried by a unanimous approval by all Directors.

**NEXT BOARD MEETING / ADJOURNMENT**

Next scheduled Board meeting will be Tuesday, February 9, 2021. The next Board meeting has already been scheduled to be held through Zoom. Notice to the community of the February 9<sup>th</sup> meeting was posted contemporaneously with the notice for the December 29, 2020 meeting.

There being no further business, a motion was made and approved to adjourn the meeting at 5:45 pm.

**Respectfully Submitted,**  
**Jeff Green, LCAM for the Association.**