Tuscany Square I Condominium Association, Inc.

Board of Directors Meeting Minutes

Date: July 28, 2016

Place: Venetian Bay Clubhouse

Time: 1:00 PM

1. Meeting called to order at 1:00 PM by Nancy Graves, President of the Board.

**Board Members Present:** Nancy Graves, Richard Mistarz, Thom Keeney, Flo Riggie, James Stowers, Lloyd Morris.

Absent:

**Present from Atlantic Shores Management:** Mark Roskamp.

**Owners Present:** Mark Umbenhen (Unit 417), Michael & Patricia Hatzel (Unit 431), Bob & Jimmi Duckworth (Unit 324), Marge Miller (Unit413), Charles Negraval (Unit 325).

**Others Present:** Steve Joyce, Maintenance Supervisor, TSQ1, Skip Brannan, Board Liaison.

1. The minutes from the June 23, 2016, meeting were approved.
2. Treasure’s Reports:
	1. Financial report was given by Mark Roskamp. Thom Keeney moved to approve the financials. The motion was adopted unanimously after discussion.
	2. Construction financials were given by Thom Keeney.
3. Motions:
4. Thom Keeney moved to give Nancy Graves, President, a monthly discretionary fund budget not to exceed $1,000. Any use of these funds shall be approved at the following Board meeting. The motion was adopted unanimously after discussion.
5. Nancy Graves moved to approve a Board Resolution to adopt a Covenant Violation Enforcement Policy. The motion was adopted unanimously after discussion.
6. Nancy Graves moved to approve a Board Resolution to adopt a Delinquent Account Waiver and Payment Plan Policy. The motion was adopted unanimously after discussion.
7. Nancy Graves moved to approve a Board Resolution to adopt a Collection Policy. The motion was adopted unanimously after discussion.
8. Nancy Graves moved to approve a Board Resolution to adopt an Official Records Access Policy. The motion was adopted unanimously after discussion.
9. Resident comments not associated with agenda items:
* Marge Miller (Unit 431) suggested a flooring material for the elevators to replace the many cracked tiles and bring them up to snuff with our building renovations. Marge also expressed concerns about the deteriorating cleanliness of Amalfi’s dumpster area and the overgrown tree by the entrance gate to building one (1).
* Mark Umbenhen (Unit 417) expressed concerns about the cleanliness of the stairways and hallways in all buildings.
* The Duckworth’s (Unit 324) expressed concerns about the enforcement for parking regulations.
1. Unfinished Business:
2. Richard Mistarz:
3. Have the Board review and finalize the list of Committees and their members.
4. Review the assignment of keys to the Board members to provide better emergency service.
5. James Stowers:

1. Speed Bumps – James will encourage Mike Knotek to respond to our question concerning fire and EMS service should we decided to put speed bumps in the interior driveway space.

1. Skip Brannan:

1. Letter Concerning Speeding – Skip will do an email blast of the letter James put together concerning speeding in the interior driveway space. He will let Mark Roskamp know of all residents or owners who he does not have an email address for and Mark will send the letter thru the postal service.

2. Skip will make a box around the picture at the top of the letterhead so that it will print favorably on a printer as a downloadable form. 3.

1. Mark Roskamp:
2. Speed Bumps – Mark will check with Tomoka Meadows to see if they have unused speed bumps that we might purchase.
3. Purchase/Lease Application – Mark will revise the TSQ1 Purchase/Lease Application to add city, state, zip code to current address for second applicant, change the word ‘children’ in item 3 to ‘persons’ and correct the alignment of item 3, sort out items 4 and 5 so that they yes’s and no’s and the lines used to select one is consistent and correct the typo in item six.
4. Code Enforcement – Mark will call Code Enforcement concerning Unit 323 running a business in a residentially zoned space and also sent a letter to the owner.
5. New Business:
6. Nancy Graves:
7. TSQ1 Board Meetings will be held at 6:00PM at the Cross Creek Church (formally called Venetian Bay Methodist Church) in the Town Center beginning with the August 25, 2016 meeting.
8. Herb Garden – Nancy will work with Sally Spurney (Unit 221) who has volunteered to create an herb garden for the use of all residents in the area by the stairs to building five (5) where the Bird of Paradise plants have been removed. She will also put some herbs that require more shade in the grill and social area.
9. Richard Mistarz:
10. Steve and Staff – Richard will work with Nancy to sort out the additional charges Leland adds to the cost of payroll processing for Steve and staff.
11. Mark Roskamp:

1. Balance Sheet – Mark will check to see if balance sheet can be changed to show breakdown of expenditures from the Reserve Account and if repairs that are to be paid out of the Reserve Account can be taken directly from the Reserve Account rather than from the Operating Account and then reimbursed from the Reserve Account.

2. Unit Keys – Mark will send a letter to all owners and residents stating that the Board is going to adopt a rule concerning their right to have keys to all units and garages at least fourteen (14) days prior to the next Board Meeting (To be postmarked on or before August 10, 2016).

3. Status of Units discussed in Closed Session – Mark will check the status of the units discussed in the closed session

1. Skip Brannan:

1. Website Updates – Skip will continue to make website updates.

1. Atlantic Shores Management Comments:

 Meeting adjourned at 3:35 PM

The next monthly Board Meeting will be held at 6:00 PM on August 25, 2016

Respectfully submitted,

Flo Riggie

Secretary