Tuscany Square I Condominium Association, Inc.

Board of Directors Meeting Minutes

Date: December 15th, 2016

Place: Venetian Bay Clubhouse

Time: 1:00 PM

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

**Board Members Present:** Nancy Graves, Richard Mistarz, Flo Riggie, Lloyd Morris.

 Thom Keeney, James Stowers

**Others Present:** Steve Joyce, Maintenance Supervisor, TSQ1, Skip Brannan, Board Liaison. Mark Michalek, Leland Management

**Owners Present:** Pat and Mike Hatzel unit 431, Marge Miller 413, and Mark Umbenhen 417

1. **Approval of Minutes: November 17th, 2016**- Flo moved to approve the minutes from the November 17th, 2016 board of directors meeting. Richard seconded the motion. All in favor motion carried to approve the minutes from the November 17th, 2016 board of directors meeting.
2. **Treasurer’s Reports:**
	1. **Financial report**- Mark updated on transition process from Atlantic Shores.
	2. **Construction financials**- Thom provided an update on current construction financials, discussion was had on roof and warranty.
3. **Committee Reports-**
	1. **Construction**- Steve updated on roof, painters.
	2. **Landscape**- Nancy updated on landscaping plans and Arborist review of palm trees and their health.
	3. **Lease/purchase**- No lease or purchases this month. 219 moved into 323 and no update on new tenants to 219.
	4. **Town Center**- James updated on electrical work being done in the town center.
	5. **Architectural Review**- Richard updated on approved applications in 324 for new windows, 418 new flooring, and 129 electrical outlet was withdrawn.
	6. **State of Tuscany Towns**- Nancy discussed the presidents update to the residents being a summary of the entire year in review.
4. **Unfinished Business**
	1. **Christmas Decorations-** Discussion was had on new decorations for gates and common areas.
	2. **Christmas Party-** Will be held on Saturday 12/17 at 6pm
	3. **Restructuring of Maintenance Staff**- Thom moved to approve new job descriptions presented by Nancy for 3 separate positions. Lloyd seconded the motion. All board members were in favor and the motion carried to approve the job descriptions for separate positions.
	4. **Phase 3 construction project-** Nancy updated on hardware replacement for the balcony doors and that the costs would be the responsibility of the owners.
5. **New Business**
	1. **Cleaning of Elevators and Stairwells-** discussion was had with the new job descriptions
	2. **Minute review process-** Flo discussed new minute procedure.
	3. **Gate upgrade/replacement- N/A**
	4. **Christmas Bonus**- Lloyd moved to approve payment to Steve and Matt based on what was given last year. James seconded the motion. All board members were in favor the motion carried to approve payment to Steve and Matt based on what was given last year.
	5. **Wigington –** Contract was terminated effective Jan 25th- Skip to find new contractor.
	6. **Pool-** Discussion was had on pool membership. Nancy moved to allow Thom to negotiate with Pool owner for 2017 membership not to exceed $20,000. Nancy, Richard, Flo, Lloyd and Thom were in favor. James abstained from voting due to conflict of interest. The motion carried to allow Thom to negotiate with Pool owner for 2017 membership not to exceed $20,000.
	7. **Roof access-** Nancy discussed new rules for access to the roofs. Lloyd moved to change locks on all electrical and roof locks with non-duplicate keys. Richard seconded the motion. Nancy, Lloyd, Flo, Richard and Thom were in favor. James was against. Motion carried to change locks on all electrical and roof locks with non-duplicate keys.
	8. It was recommended that Leland send out letters of violation to the unit owners who have gas powered or open flame equipment on their balconies. Also to replace the missing walkway lamps and warn the owners who removed them that it is a serious safety violation?
6. **Owner Comments Unrelated to Agenda Items (3 minutes per owner):** Discussion was had on power washing issue with the dumpster, golf carts on the paver areas, hallway lights and cleaning of the buildings.
7. **Adjournment-** Meeting adjourned at 3:50pm.

The next monthly Board Meeting will be held at 1 PM January 26, 2017.