MINUTES OF BOARD OF DIRECTORS MEETING

FOR TUSCANY SQUARE 1 CONDOMINIUM ASSOCIATION, INC.

NOTICE IS HEREBY GIVEN, in accordance with the bylaws of the Association and Florida’s Condominium Act that the Board of Directors meeting was held on the following date, time and place.

**Date: Thursday, January 26th, 2017**

**Time: 1:00 PM**

**Place: Venetian Bay Clubhouse**

**63 N. Airport Road,**

**New Smyrna Beach FL**

MINUTES

1. **Call to Order-** Nancy called the meeting to order at 1:11pm
	1. **Quorum/proof of notice-** James, Richard, Nancy, Flo and Thom present. Lloyd absent. Also present were Skip and Steve on behalf of the association and Mark from Leland Management.
	2. **Homeowners present-** Bob and Jimmi Duckworth- 324, Marge Miller- 413 and Mark Umbenhen 417
2. **Approval of Minutes: December 15th, 2016 Meeting-** Thom moved to approve the minutes from the December 15th 2016 Meeting. Flo seconded the motion, all board members were in favor and the motion carried.
3. **Treasure’s Report:**
	1. **Financial Report-** Mark gave an update on current financials.
	2. **Construction Financials –** Thom Keeney updated on construction financials and submitted Steve’s hours (26) for payment.
4. **Committee Reports:**
	1. **Construction –** Steve Joyce updated on progress, Skip to have the restaurant remove awnings and other items for pressure washing and painting to be completed.
	2. **Landscape –**Nancy discussed arborist recommendations to clean and trim palms. Nancy moved to approve Congers Tree Service to clean and trim the palms. Thom seconded the motion. All board members were in favor, the motion carried. Nancy moved to approve Lindley’s Nursery in the amount of $4,518.56 for landscaping upgrades around the community pending warranty approval. Thom seconded the motion. All board members were in favor and the motion carried.
	3. **Lease/Purchase –** Flo Riggie updated on move in/outs for units 219, 411, 412, 214, 424 and 323.
	4. **Town Center –** James Stowers gave an update on the town center.
	5. **Architectural Review –** Richard Mistarz updated on applications submitted by units 120N, 120O and 232.
	6. **State of Tuscany Square**- N/A
5. **Unfinished Business:**
	1. **Update Phase 3 - Construction Project –** Nancy updated on the beginning of phase 3 being painting of exterior of doors and fixed glass panels on the balconies of the residential units.
	2. **Holiday Party –** Nancy updated on amount of attendees and feedback from the community**.**
	3. **Security cameras –** Thom moved to approve ordering 2 DVRs and 4 additional cameras from Newway in the amount $1393.02. James seconded the motion. All board members were in favor and the motion carried~~.~~
	4. **Gate upgrade –** Skip demonstrated the issues with current system and options for upgrading or replacement. Skip to gather quotes for multiple options.
	5. **Budget update –** Richard discussed the delays and process to gathering information for 2017 budget and the reasons for keeping the assessments the same as 2016.
	6. **File room update –** Nancy discussed the process starting March 1st.
	7. **Pool membership –** Thom discussed the negotiating with the pool owner and the agreement coming to $16,000 for 2017.
	8. **Cleaning-** Discussion on cleaning process and staff usage.
6. **New Business:**
	1. **Spring Cookout –** Nancy discussed the cookout being the end of March and the appointment of Marge Miller to chair the committee.
	2. **Telephone Tree –** Nancy discussed a possibility of a telephone tree for each building adding a team or person in charge of contacting everyone in their building.
	3. **Motion to approve contract with CSG –** Nancy moved to approve CSG contract for fire system services in the amount of $3,000. Thom seconded the motion. All board members were in favor and the motion carried.
	4. **Discuss salary increases for staff –** Thom moved to approve a 3% salary increase to all staff members. James seconded the motion. All board members were in favor and the motion carried.
	5. **Researching cost of window cleaning –** Nancy discussed the need for a vendor rather than it being done in house. Mark to research**.**
	6. **Researching cost of landscaping company –** Discussion had on professionals verses doing it in house. Mark to research pricing.
7. **Owner Comments Unrelated to Agenda Items (3 minutes per owner):** Owners gave comments on the staff, architect review questions, rentals and new renters, and the possibility of new vendors.
8. **Closed Session:**
	1. **Past Due Accounts**
9. **Adjourn- Flo moved to adjourn at 4:29pm.**