NOTICE 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 will be held on the following date, time and place.

**Date: Thursday, May 24th, 2017**

**Time: 1:00 PM**

**Place: Venetian Bay Clubhouse**

**63 N. Airport Road,**

**New Smyrna Beach FL**

Minutes

1. **Call to Order-** The meeting was called to ordered at 1:01pm.
2. **Quorum-** James, Nancy, Flo, Richard, Marge and Thom all present. George was absent. Also present were Mark Michalek from Leland Management, Steve Joyce, Skip Brannan, Victoria Brasse and Mark Umbenhen.
3. **Approval of Minutes: April 20th 2017 BOD Meeting May 12th 2017 Special Meeting-** Flo moved to approve the minutes from April 20th and May 12th 2017. Thom seconded the motion. All board members were in favor and the motion carried.
4. **Treasure’s Report:**
	1. **Financial Report –** Mark updated the board on current financials through April 30th.
	2. **Construction Financials –** Thom updated the board on payments and roughly $629,000 being spent on the repairs and the remaining balance of roughly $108,000 left to pay.
5. **Committee Reports:**
	1. **Construction –** Steve updated the board on the progress of repairs and estimated about 5-6 weeks left until the project is completed.
	2. **Landscape –** The committee will be walking the property to decide on filling any other bare areas that are left on the property.
	3. **Lease/Purchase –** Unit 222 approved for purchase, Unit 330 approved for 1 year lease, Unit 327 approved for 1 year lease, Unit 335 approved for 1 year lease.
	4. **Town Center –** James updated on the projects going on around the town center.
	5. **Architectural Review –** Richard updated on the approval of 418 window change and updated on screens.
	6. **Social Committee-** Next cook out scheduled for 5/27
6. **Unfinished Business:**
	1. **Landscape maintenance & pest control –** Nancy moved to pay pride landscaping $544 for landscaping services provided. Thom seconded the motion, all board members were in favor and the motion carried.
	2. **Garage Door Locks-** there was a recommendation to postpone work until end of June.
	3. **Bulk cable for commercial units-** Mark to contact bright house to demand honoring of the contract.
	4. **Gate upgrade –** Discussion was had on communication between Skip and the vendor, June 11th deadline to respond before moving on to new bids.
	5. **Steve & Matt’s Duties-** Discussion was had on cleaning procedures and prioritizing cleaning.
	6. **Block house/ Spa equipment-** Discussion was had on the block house space and spa equipment. Richard to discuss these issues with George.
	7. **Capital Reserve Budget-** discussion was had on items being over 5k and whether or not the board was able to approve these items without membership approval.
	8. **Future Projects: Parking lot/driveway elevator pads-** No update
	9. **Parking Violations-** Skip updated on the new warnings and working with 2 towing companies.
	10. **Financing Update-** Thom updated on the process of trying to secure special financing options for prospective buyers.
7. **New Business:**
	1. **Motion to reimburse Bill Connery Unit 218 garage door repairs-** Nancy moved to approve the reimbursement of $749 to Bill Connery Unit 218 for repairs done to the garage door. Richard seconded the motion, all board members were in favor and the motion carried.
	2. **Mail.com-** Nancy updated on the process running through Nancy and Skip and then being dispersed accordingly.
	3. **Motion to modify the purchase & move in documents-** Richard moved modify the purchase and move-in documents to include the requirement for the new owner to deliver a copy of the deed to the association and the management firm. Thom seconded the motion, all board members were in favor and the motion carried.
	4. **Process to resolve violation with renters-** Discussion was had on issues with renters and possible solutions.
	5. **Board Certification Requirement-** Discussion was had on the requirement for George and Marge to complete a Board certification class or sign the waiver.
	6. **Motion to approve Insurance proposal-** Nancy moved to approve the insurance renewal for 2017-2018 with Brown and Brown in the amount of $41,051.97. Thom seconded the motion, all board members were in favor and the motion carried.
8. **Owner Comments Unrelated to Agenda Items (3 minutes per owner):**Questions were brought up about cleaning procedures and maintenance
9. **Closed Session:**
	1. **Past Due Accounts-** no update
10. **Adjourn-** The meeting was adjourned at 3:31pm

**Upcoming Board Meetings:** Next Board Meeting June 29th 1pm