NOTICE OF SPECIAL MEETING of BOARD OF DIRECTORS

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: Tuesday, May 1, 2018**

**Time: 4:00 PM**

**Place: Unit 413**

**Minutes**

1. **Call to Order** - The meeting was called to order at 4:08pm. Nancy Graves, Nancy Brannan, Thom Keeney, Richard Mistarz and Marge Miller were present. Mike Hatzel was attending via conference call. Haley Kiernan was absent. Also present was Joe Riggie unit 225 and Charles Negraval unit 325.
2. **Unfinished Business**:
	1. **Communications strategy** - Discussed communication strategy for the upcoming driveway sealing and window washing work to be completed in May. There will be an overall communication that combines the 2 jobs.
	2. **Window washing** – Window washing will take place May 14-18. D&A will wash all windows on the outside of the building requiring a lift to wash. To reduce the amount of disruption to the commercial tenants, the work will begin on the southwest end of the building since Amalfi’s is closed on Mondays. Discussed the revised bid that included the updated cost for removing and replacing the screens as part of the work. Nancy B moved to approve the revised bid and Marge seconded the motion. All board members except Richard were in favor of the new bid with the additional cost for the screens. Richard abstained.
	3. **Driveway sealing** – Driveway sealing will take place May 29 – June 2. All cars will be required to park outside the complex for the duration of the work. Detailed communication will be sent to all owners and residents every week and will include the detailed specifics. It will also be posted in the message boxes, elevators and stairwells
	4. **Discuss Skip’s duties** – Skip will remain as a volunteer to assist the Board with various activities. We discussed which activities Skip will maintain and which activities would be assigned to members of the Board. Flyers inside the elevators and in the building message boxes will be updated and posted.
3. **Adjourn** – Nancy B moves to adjourn at 6:07pm. Thom seconded the motion. All board members were in favor and the meeting was adjourned at 6:07

Upcoming Board Meetings:

* 1. Posted April 29, 2018
	2. Next Board Meeting: May 24, 2018- Location TBD –