NOTICE OF BOARD OF DIRECTORS MEETING

FOR TUSCANY SQUARE 1 CONDOMINIUM ASSOCIATION, INC.

**Date: Thursday, July 26, 2018**

**Time: 1:00 PM**

**Place: Florida Community Bank, 4777 Clyde Morris Blvd., Port Orange, FL 32129**

**ARC COMMITTEE MEETING MINUTES**

1. **Call to Order-**The meeting was called to order at 1:00pm .
2. **Discuss current property modification requests-** Discussion was had on key sets for doors and the approved key set.
3. **Adjourn-** The meeting was adjourned at 1:04pm.

**MINUTES**

1. **Call to Order-** The meeting was called to order at 1:05pm. Nancy B, Mike, Richard, Haley, Nancy G, Marge, and Thom were all present. Also present were Mark Michalek (Leland Management), Skip Brannan (310), Mark Umbenhen (417), and Bob and Jimmie Duckworth (324).
2. **Owner Comments on Agenda Items-** questions were asked in regards to limited ownership and service parking spaces.
3. **Approval of Minutes: June 26, 2018-** Nancy B moved to approve the minutes with written changes as read, Thom seconded the motion. All board members were in favor and the motion carried.
4. **Treasure’s Report:**
	1. **Financial Report –** Mark reviewed the current financials.
	2. **Review of monthly report –** Thom reviewed the balance sheet and updated on the CDs and safety deposit box.
5. **Town Center Update –** Haley updated on the new commercial tenants, master association office location, and the rendering of the neighboring community project.
6. **Unfinished Business:**
	1. **Driveway project –** Mike reviewed the completed project.
	2. **Landscape/tree trimming –** discussion was had on weed removal, landscaping committee issues, and remaining obligations for Servello.
	3. **Review non renew letter to Servello –** discussion was had on non-renewal letter. Mark to issue a notice of intent to cancel.
	4. **Complete RFP for new Landscaping Company-** discussion was had on specifics in landscaping RFP. Mark to send RFP to R.J Landscaping, Brightview, OmegaScape, Yellowstone, and Coleman outdoors.
	5. **Vent in Bldg 5 –** Mike updated on permit request.
	6. **Wording of official minutes –** discussion on process for reviewing and approving minutes.
	7. **Update key log –** discussion on current outstanding keys, Nancy B to update the list and looking into outstanding keys.
	8. **Restroom policy –** no update at this time.
7. **New Business:**
	1. **Hiring a new landscape company-** RFP being sent out for services starting 9/1/2018
	2. **Motion to pay bills –** Nancy G reviewed the previous approved legal bill and updated on current insurance coverage for legal work.
8. **Closed Session:**
	1. **Past Due Accounts –** No update.
9. **Adjourn-** Nancy B moved to adjourn the meeting at 3:42pm. Marge seconded the motion. All board members were in favor and the motion carried.