**NOTICE OF BOARD OF DIRECTORS MEETING**

**FOR TUSCANY SQUARE 1 CONDOMINIUM ASSOCIATION, INC.**

**Date: Thursday, February 28, 2019**

**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. Richard, Nancy B and Skip all present. No Steve or Hailey.
2. **Discuss current property modification Requests-**Richard reviewed the previous request from last meeting. Sunscreen installation on balcony of unit 233, Revisions to ground floor exit door for building 5, cutting and stump grinding of 3 dead royal Palm, stats of proposed standardization of light bulbs in common elements.
	1. Richard made the suggestion to the board to replace Steve Joyce with Michael Wilson as Michael was hired as Steve’s replacement and to replace Haley with Mike Hatzel for failure to attend both the board meetings and the committee meetings.
3. **Adjourn-** 1:03pm

**MINUTES**

1. **Call to Order-** The meeting was called to order at 1: pm. Richard, Nancy B, Mike, Nancy G, Marge all present in person. Thom was present via telephone. Haley was absent. Also present were Mark Michalek (Leland Management), Marc Umbenhen (417), The Duckworths (324), and Skip Brannan (310), Lloyd (313), Carl and Lourie Rogers (213) and Michael Wilson (TSQ Maintenance)

**Introduction –** Michael Wilson was introduced as the new Maintenance Supervisor.

1. **Owner Comments on Agenda Items-** discussion on issues with elevator staining, cleaning of the building, irrigation timers,
2. **Approval of Minutes for January 24, 2019-** Mike moved to approve the minutes from January 24, 2019. Nancy B seconds the motion. All board members were in favor and the motion carried.
3. **Treasure’s Report:**
	1. **Financial Report –** Mark updated on current account balances.
	2. **Review of monthly report –** Thom updated on current CD’s and accruing interest that will be paid out when the CD mature.
4. **Town Center Update –** No update.
5. **Project update –** Mike reviewed the proposal for the on ongoing roof repair project and discussions with AWS Roofing regarding the specifics of the specs of the vents. Driveway had an issue with standing water between the garages caused damaged to the surface. Parkin Markin provided a quote to make a repair to the grade to correct the issue with the standing water. Mike will contact a second company to provide a quote for the repairs.
6. **Compliance/Legislative Update –** Nancy reviewed her update from the review of the documents. Nancy to have association attorney review the declaration 2.11 Common elements to clarify association responsibility for fire sprinkler heads. Declaration Section 7. Maintenance & Repairs- discussion on contents of air filter and electrical panels.

1. **Unfinished Business:**
	1. **Landscaping –** Mike reviewed the meeting with the landscaping committee and Brightview on their discussions on plant replacements.
	2. **Pet registration –** Nancy B reviewed the remaining units that haven’t responded to the request to register their pets.
	3. **Driveway resealing payments –** Nancy G updated on the only 2 remaining payments outstanding.
	4. **Bldg 5 door –** Nancy G updated on the finishing project.
	5. **Website update, tools, cameras –** Nancy G updated on website updates and content. The confirmation of new tools being purchased.
2. **New Business:**
	1. **Personnel matters –** Thom moves to reimburse Michael Wilson $321 a month for health insurance. Nancy B seconds the motion. All board members were in favor and the motion carried.
	2. **Commercial Purchase requirements –** Nancy G reviewed the process for purchasing commercial units. Nancy G moves to only require a possible purchase of a commercial unit to send an email for approval. No application would be need. Nancy B seconds the motion. All board members were in favor and the motion carried.
	3. **Sprinkler heads –** review of the sprinkler inspection report in regards to painting of the heads was discussed.
	4. **Board meeting locations –** Discussion on possible onsite meeting locations. Richard moves to remove Haley and Steve from the ARC committee and appoint Mike Hatzel and Michael Wilson to the committee. Nancy B seconds the motion. All board members were in favor and motion carried.
	5. **2019 Annual –** Discussion was had on Annual meeting date and ballots.
	6. **Motion to pay bills –** Nancy G moves to pay AWS $14985.00 for roof repair, Molly Main $500 weekly, Home Depot $1062.89 for tools, Becker $1,091.28, and AWS proposal in the amount of $7500 for the vent installation. Nancy B seconds the motion. All board members were in favor and the motion.
3. **Closed Session:**
	1. **Past Due Accounts –** Review of delinquent report.
	2. **Geosam suit –** No update.
4. **Adjourn-** The meeting was adjourned at 3:14pm.