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, January 28, 2021**

**Time: 1:00 PM**

**Place: Leland Management – This is a virtual zoom meeting and no one will be present at a physical location.**

**Please use the meeting login details found in the owners section of the website, tuscanysquarecondominium.org**

**ARC COMMITTEE MEETING MINUTES**

1. Call to Order- The meeting was called to order at 1:02PM. Mike, Skip and Nancy B were all present. Jeff and Michael were absent.
2. Discuss current ARC items- Discussion was had on any open items and pending questions for violations.
3. Adjourn- The meeting was adjourned at 1:09PM.

**AGENDA**

1. **Call to Order** - The meeting was called to order at 1:10PM. Mike, Nancy G, Nancy B, Marge, Carl, and Thom were all present. Jeff was absent. Also present was Mark Michalek with Leland Management. The Duckworths (324), Rick Haughwout (224), Audrey Pahlic (331), Trudy Dorman (311), Richard Mistarz (318) Skip Brannan (310), and Cynthia Dreyer (335).
2. **Owner Comments on Agenda Item**s- Questions were asked regarding the clearing process for elevators and sanitation, Michael’s role in daily cleaning, discussion was had on if Michael should continue with the sanitation practices.
3. **Approval of Minutes for December 10, 2020.**
4. **Treasure’s Report:**
   1. **Financial Report -** Mark reviewed the current financials and account balances.
   2. **Review of monthly report** Thom discussed the CD’s and investments**.** Thom moved to reinvest the CD with Synovous either with Synovous or another bank with the best possible interest rate. Nancy B seconded the motion.
5. **Project update –** Mike reviewed the current project list. Discussion was had on the concrete project, potential roof/mold leak and issues.
6. **Hospitality Report –** Bob reviewed the process for introduction to new owners and what is best practices to use moving forward.
7. **Violations Report –** Nancy G reviewed the violations sent out in the last month regarding a barking dog, trash dumping issues, nuisance issues in the parking lot, and fireworks.
8. **Compliance/Legislative Update State of emergency extension – Collection policy –** Nancy reviewed the revised collection policy and discussion was had on continuing with this policy.
9. **Unfinished Business:** 
   1. **Insurance –** Nancy G reviewed the insurance exposure list provided by Brown & Brown. Each item was read and discussed and no changes were made.
   2. **Res & Comm Water shut off valves-** Nancy reviewed the issues related to gaining a quorum. Responses and alternative solutions were discussed. Carl is going to work on getting a proposal for relocating the lines in the commercial units.
10. **New Business:**
    1. **Committee Procedures –** Nancy reviewed the committee procedures and requirements for each committee chair. Each committee chair reviewed their status reports.
    2. **Recent maintenance requests –** Nancy G reviewed recent maintenance requests. Discussion was had on plumbing related leaks and who should be the one making repairs. Each case will be handled case by case and Michael will review each case and decide who should be making the repairs.
    3. **Work schedule –** Nancy G reviewed the history of the work schedule and the need for creating and updating it over time.
    4. **FAQ –** Discussion was had on updating the FAQ annually. Mark updated the assessments and dates to reflect currently 2021.
    5. **2021 Preferred Vendor List –** Nancy G reviewed the preferred vendor list. Nancy B to contact vendors for updated, COI, Business license, and W-9.
    6. **2021 Compensation –** Thom requested an additional 30 days to continue to review.
    7. **Amend Rule 1 –** Nancy G read the additions to rule. Mike moved to approved the amended rule. Carl seconded the motion. All board members were in favor and the motion carried.
    8. **Implement updated ESA procedure –** Nancy G reviewed the policy and procedure to be implemented.
    9. **Motion to pay bills –** Mike moved to approve the following bills. Carl seconded the motion all board members were in favor and the motion carried.
       1. **Convergent- $1,300.84 repairs from inspection of fire panel**
       2. **Convergent- $727.77 emergency call repairs**
       3. **Becker- $350 follow up on emergency shut off values**
    10. **Aging Report – update on TaHa–** Nancy G reviewed the outstanding balance of the commercial units being purchased.
    11. **Geosam suit –** Nancy G reviewed the upcoming mediation and allowance for settlement. Discussion was had on pending mediation and items reviewed a previously mediation.
11. **Adjourn-** The meeting was adjourned at 4:21PM.