ADMIRALTY CLUB CONDOMINIUM

Workshop

Tuesdays Staff Meeting

**March 5, 2024**

**At 9 AM**

Location:      Admiralty Pelican Lounge

                         3606 Peninsula Dr

                         Port Orange Fl, 32127

1.    CALL TO ORDER

2.    ROLL CALL

Present Susann, Mike, John, Lisa, Wade, Dave by phone

3.    APPROVAL OF PRIOR MINUTES

Lisa made a motion to accept the minutes, Susan seconded. Motion carried.

4.    STAFF REPORTS

1. Update Maintenance

Guy finished the trash door but needs two ends and reversal of the handle. Last week we had a racoon at the pool and had to do a deep clean. Will work on the light in the lounge closet.

1. Accounts Payables

 Laura reviewed the bills that needed to be paid.

3.    Accounts Receivables

  Hold off on open invoices till next week.

5.    BOARD MEMBERS REPORT

The Bank has sent paperwork that needs to be filled out for the line of credit. Dave made a motion to renew the line of credit and have Susan, Mike, Dave, and Bob go to the bank and file the paperwork. seconded by Susan Miller. Motion carried by the board.

Susan and John went to unit 202 to look at the railings and the flooring on the patio. The owner can paint the post but hold off until we get more direction on how to repair the flooring.

6.    OLD BUSINESS

Insurance update

Railing update

7.    NEW BUSINESS

1. Office TV

Laura was directed to put up a sign for free after a week donate it to good will.

1. Cell Phone / Fax Line

Laura explained that the cell phone is up and running how ever the bill came in and had different charges on it and will call to get it removed.

8.      ADJOURNMENT

Wade made the motion to adjourn John seconded motion carried, 11:00am