Minutes

ADMIRALTY CLUB CONDOMINIUM

Workshop

Tuesdays staff meeting

January 16, 2024

At 9 AM

 Location:      Admiralty Pelican Lounge

                         3606 Peninsula Dr

                         Port Orange Fl, 32127

1.    CALL TO ORDER

2.    ROLL CALL

                 Susan Miller, Mike Mikelic, Lisa Wingert, David Ahrend, John Ryker, Bob Mocerf

3.    APPROVAL OF PRIOR MINUTES - Waved

4.    STAFF REPORTS

1)    Update Maintenance

Guy informed the Board that he would be working on the Doors closers on the 2nd and 4th floor.

He is waiting on Gulf Stream to repair the pool heater.

Will give the office the parts need from magic door to fix the trash doors.

Have to fix the front entryway lights.

Will have to remove some pavers to install the no diving tiles

2)    Accounts Payables

3)    Accounts Receivables

 Laura Gave the Board the weekly reports on the bank’s balances, Accounts Payable, Open Invoices.

The Board gave the ok to pay the bills except the pest control.

We currently have three units that have not paid the January dues.

She has invoiced for extra storage.

Laura has made the monthly transfer of 12,000.00 into the reserves along with Decembers 10,235.33.

5.    BOARD MEMBERS REPORT

The Board asked Laura to get Quotes on Cleaning the Pelican Lounge Furniture.

 And call Roto Rooter for a quote on cleaning the Pipes on a Quarter Bases.

6.    OLD BUSINESS - wave

7.    NEW BUSINESS

The Social Committee will be opening their own checking account this week. They also picked up the petty cash in the office. A check was given to them to clear the remaining balance for them to take over their own bookkeeping and keep the office informed of the accounts.

8.      ADJOURNMENT 11:00