

Minutes

Admiralty Club Condominium

Workshop

Tuesday Staff Meeting

January 23rd, 2024

**Location of workshop: Admiralty Club Pelican Lounge
3606 S Peninsula Dr
Port Orange FL 32127**

- 1) Call to order:
- 2) Roll Call: Mike Mikelic VP, Susan Miller Pres, Telcom, David Ahrend Treas, Robert Morcerf Sec, Lisa Wingert, John Ryker Telcom.

3) Approval of prior minutes was waived.

4) Staff Reports:

5)

Maintenance:

Guy reviewed maintenance items that he is currently addressing. He stated he is still working on the stairwell doors, reviewed some pool maintenance issues and also reported that Gulf Stream is waiting on a new breaker for the pool heater. Guy reviewed some equipment he will be needing, and we agreed that he would pick up the supplies at Loews.

6) Accounts Receivables/payables

Laura reported on bills that needed to be paid out. It was agreed to pay all current bills, with acceptance of Bluewater. We will pay Bluewater next month. Laura also discussed three units that are overdue on monthly HOA payments, it was agreed that we will send the diligent owners a written letter via USPS. Storage unit collections also discussed.

7) New Business:

Also discussed were issues surrounding an open house during our yard sale and how to control visitors from roaming about our building. It was agreed to have the real estate agents assign a greeter in the lobby to guide visitors to the unit with the open house.

Adjournment 10:05AM

Mike Mikelic Made the motion, Seconded by David Ahrend, all in favor.