**Minutes**

**Admiralty Club Condominium**

**Workshop**

**Tuesday Staff Meeting**

**January 30th 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 Ten com, Robert Morcerf Sec, Lisa Wingert, John Ryker, Wade Aylor.
3. Approval of prior minutes was waived.
4. Staff Reports:

Maintenance:

1. Guy reviewed pool issues; Heater should be operable this week. “No Diving” test bulbs purchased. Mold control spray seems to be working well in the stair wells. Skimmer grates to be purchased. Discussed issue with front door, can’t fix may need new pat. Working on getting parts for north dumpster door.
2. Accounts Receivables/payables

Laura reviewed current bills that need to be paid and any delinquent HOA dues. Discussed sending out letters for late payments. Discussed Roto Router quote and possibly using an enzyme instead to treat drainpipes. Washer dryer issues discussed repair service contacted.

Discussed getting Pelican Lounge furniture steam cleaned.

Lisa Wingert made a motion to used Excell for steam cleaning.

Seconded by John Ryker and the motion carried.

1. New Business:

Reviewed action forms and discussed. Discussed possibly changing banks to save on excessive fees.

Adjournment 10:30AM Bob Morcerf made a motion to adjourn. Wade Aylor seconded the motion and the motion carried.