**Minutes**

**Admiralty Club Condominium**

**Workshop**

**Tuesday Staff Meeting**

**February 13th 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, , David Ahrend Treas, Robert Morcerf Sec, Lisa Wingert, John Ryker, Wade Aylor
3. Approval/reading of prior minutes was waived.
4. Staff Reports:

Maintenance:

1. Guy reviewed maintenance issues, repots pool now at 80 degrees, new flow meter installed at pool, purchasing new boot scrubber for outside access doors, reviewed washer/dryer status.

Motion made by Sue Miller to replace washers, one on 6th floor and one on 4th floor. Seconded by Bob Morcerf and the motion carried.

1. Accounts Receivables/payables

Laura reviewed current bills that need to be paid and any delinquent HOA dues. We agreed to pay all bills, a follow-up on Gulfstream invoice reveals that bill was for flat rate for services. Discussed overtime due to punching early agreed that staff will punch in on time unless approved. We will be rolling over CDs and further investigation of autopay discussed. Need new deposit slips for Seacoast.

1. Presentation by Social Committee Joy Mikelic President:

Discussed Social Committee’s desire to conduct some minor decorating of the Pelican Lounge. It was decided that a survey should be conducted before removing or relocating any pictures or furniture. A discussion ensued regarding possibly using a decorator to assist on some improvements in the lobby area. Improving the lighting at the pool and re-decorating of the pool area was also discussed.

1. New Business:

John Ryker presented information on BioClean for our drainpipes and strategies to complete this task. John also reported on further discussions regarding proposed railing/balcony repairs, timelines, and securing a price for a mock-up job to obtain a more accurate estimate. Discussed the fact that the state of Florida has not come up with a specific plan for the structural integrity inspection yet, not prudent to go forward until a specific plan from the state is in place.

Discussed parking issues and guest passes for parking. The sauna was checked for asbestos and no asbestos was observed, discussed possibly using a different material for a heat shield in for the area in question.

11:25AM Sue Miller made a motion to adjourn, and the motion was seconded by Wade Aylor, all in favor and the motion carried.

Adjourned 11:25AM