**Minutes**

**Admiralty Club Condominium**

**Workshop**

**Tuesday Staff Meeting**

**April 2nd, 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, , Robert Morcerf Sec, Lisa Wingert, Wade Aylor, John Ryker,
3. Approval of prior minutes approved; Sue Miller made a motion to approve and Wade Aylor seconded, the motion carried.
4. Staff Reports:

Maintenance:

1. Dave: Discussed roof washing project in progress, door grates paint project in progress and outside lighting issues discussed. Pool issues discussed, light on post to be replaced.
2. Laura:

Front door push bar, part ordered. Reviewed the work that Sparkling Solutions has been doing, all agree satisfactory.

 Accounts Receivables/payables:

Payment of bills are up to date. Accounts receivables are also up to date, no delinquencies.

1. Old Business:

John reviewed that Hiller Engineering has now been sent an email, no response yet. Discussed moving forward with more enzyme placement in additional stacks.

Washer/Dryers: Two washers to be replaced and one dryer to be repaired. The pothole in parking lot was discussed. Awaiting estimate and breakdown of costs

1. New Business:

 Pothole repair discussed $3500.00 for contractor to repair pothole.

 Motion made by Sue Miler to go forward with pothole repair, seconded by Bob Morcerf all in favor and the motion carried.

10:15AM A motion by Bob Morcerf was made to Adjourn the meeting and it was seconded by Sue Miller. The motion carried.