ADMIRALTY CLUB CONDOMINIUM

Workshop

Tuesdays Staff Meeting

**April 23, 2024**

**At 9 AM**

Location:      Admiralty Pelican Lounge

                         3606 Peninsula Dr

                         Port Orange Fl, 32127

1.    CALL TO ORDER

2.    ROLL CALL

 Present: Sue President, Mike Vice President, Lisa Director, John Director

 Zoom: Wade Director Phone: Dave Treasurer

3.    APPROVAL OF PRIOR MINUTES

Lisa made the motion to accept the minutes from Staff workshop April 16, 2024, Seconded by Sue. All in favor

4.    STAFF REPORTS

1. Update Maintenance

Dave gave a run down on the work he is doing on the washroom grates, he check on unit 105 front screen door, work on the cable light out back,

1. Accounts Payables

The board gave approval to pay all bills except Blue water.

1. Accounts Receivables

All April maintenance dues have been paid.

Laura informed the board that the voting for the front lobby updating had passed. ABC Lock has to return with the new replacement push bar since the one he had was too long to fit the door. The roof inspection this year was complete. Units 604, 709, 403 are working on getting the information on the inspection repairs to the office. The washer on the 3rd floor was looked at and part is being ordered and it is under warranty.

1. BOARD MEMBERS REPORT

Reported of paint bubbles on 409 balcony. John said he will go up and pop a hole for the water to drain.

The board gave the ok to pay for unit 101 leak detection invoice of 385.00. Sue made the motion ok to pay the 385.00 John second all in favor

Drain flush will be done on Thursday for the 8th stack but we will need to order more to complete the job, John suggested that we have someone come in and see if /or how well the product worked by looking at a stack we have not done to one we have done before we do more. Need to look up what picture we have when they look at the pipes in 2021.

6.    OLD BUSINESS

1. Insurance update ( board )

They will be here for the 1st quarter budget meeting to give us an update.

1. Railing update ( John )

Another email to Hiller that we need the visual report for the insurance but no response at this time. Hiller information was given to your insurance company hopefully they have better luck.

1. Hole in Parking lot ( Mike )

Mike will reach out to another company about the drainpipe, to see if there is another way to go on the repair.

1. Washer and dryers ( Mike/Laura )

Mike said about another two weeks for the coin slot to come in before they are installed and delivered.

1. South Wall ( John )

The work will be starting tomorrow we are only charging for labor so John will go and check out some paint for the wall.

1. Parking Stops ( Sue )

Sue will be leaving for up north, so she is handing this to mike for after the parking lot hole is complete.

1. Budget 1qrt review meeting ( David )

He is ready for tonight meeting. He thinks we are looking good for the first quarter.

7.    NEW BUSINESS

The deck needs to be addressed. John suggested to have it pressure washed and repair what we need done to repaint.

8.      ADJOURNMENT 10:30 am