ADMIRALTY CLUB CONDOMINIUM

Minutes

Workshop

Tuesdays Staff Meeting

**May 21, 2024**

**At 9 AM**

Location:      Admiralty Pelican Lounge

                         3606 Peninsula Dr

                         Port Orange Fl, 32127

1.    CALL TO ORDER

2.    ROLL CALL

Mike Present, Lisa zoom, Wade Zoom, John Sick, David vacation, Bob training.

3.    APPROVAL OF PRIOR MINUTES

Lisa made the motion Wade second it all in favor.

4.    STAFF REPORTS

1. Update Maintenance

Dave worked on cleaning the pool filters and scrub down the walls the grates for the doors came in so he will be working on them. Will start on the pool chairs straps that are missing.

Mike and Ben had trimmed the palm trees.

1. Accounts Payables

Laura read the bills that John and David wanted paid the Board gave approval to pay Shumaker’s, Chatter Communication, Elevator, and the 6/1 insurance payment.

1. Accounts Receivables

Laura informed the board that she has checks that were not taken to the bank yet and that she is waiting for one more dues check to come in today.

 5.    BOARD MEMBERS REPORT

None

6.    OLD BUSINESS

1. Railing update ( John )

Still waiting for the specifications on the railings.

1. Hole in Parking lot ( Mike )

He stated that the board was in favor of repairing the pipe and will set up a meeting to explain the pipe lining.

1. South Wall ( John )

Mike explained that the south wall should be complete within two

weeks.

1. Drain Flush

The board feels that we should not spend money on looking at the drainpipes but to go ahead and order more product to finish the drain flush.

7.    NEW BUSINESS

1. Milestone / SIRS / Audit

The report Laura found to forward to Hiller to see if we can use it for the SIRS report or the outline for what we need.

1. Vacancy on the Board

Laura was directed to send an email out to the owners asking who would like to fill the vacancy should summit a bio.

1. Fire Alarm

Ben and Tony said that he will help when the alarm go off when no board member is here.

8.      ADJOURNMENT 9:45am

Post meeting was to give Laura direction on a letter for unit 510 for her parking spot getting deeded.