**Minutes**

**Admiralty Club Condominium**

**Workshop**

**Tuesday Staff Meeting**

**June 18th, 2024**

**Location of workshop: Admiralty Club Pelican Lounge**

 **3606 S Peninsula Dr**

 **Port Orange Fl 32127**

Call to order:

1. Roll Call: Mike Mikelic VP, Robert Morcerf Sec, Lisa Wingert (zoom), Wade Aylor not present, John Ryker (zoom), Dave Ahrend not present.

 Approval of prior minutes with changes made, by John Ryker and seconded by Mike Mikelic,

Staff Reports:

1. Dave: Working on south door grates, purchase of 14 additional aluminum door grates was approved by board members in attendance. Electrical box in back storage room where some breakers are not fitting back into place. Electrician to inspect. (Master’s Electric) Dave will purchase proper flow meter for 3” valve (pool). A storage box will be purchased for propane tanks for outside storage. Dave was advised that he can drain paint bubbles that appear.
2. Laura: We need an SOP for all directors to refer to, in case of emergencies such as fire alarms, or trapped individuals in elevator. Discussion ensued.

Accounts Payable: Pool license to state $250.00 pay, city water bill-pay, insurance due 7/1/2024, Blue Water (pool)-pay, Schumacher (Pest Control)-pay, FPL-pay,

Discussion regarding Spectrum-new contract negotiations, Lisa volunteered to follow-up with negotiations.

Discussed unit 105-need to pay Nick for work in 105, will f/u with Nick for final price.

1. Old Business:

Mike- Still waiting for response from vendors regarding re-lining drainpipes. Discussion. Covenant is the only bidder so far. South wall\_ deciding on type of paint/primer to use.

John: Waiting to hear from Hiller on railings and Milestone. ACH payments-Mike to verify cost of automatic ACH payments through Suncoast and report back to board.

1. New Business:

Back deck work discussed, table until parking drainage and south wall projects are complete.

10:00AM Motion to adjourn by Mike Mikelic and seconded by Bob Morcerf

**Executive Session (post meeting)**

Board members discussed filling vacancy for an interim director. Dean Duncan was the only owner that submitted a resume and letter of interest. Discussion ensued and all board members present (4 members) voted yes to have Dean Duncan fill the director vacancy on the board for the remainder of the term.