ADMIRALTY CLUB CONDOMINIUM

Workshop

Tuesdays Staff Meeting

**July 2, 2024**

**At 9 AM**

Location:      Admiralty Pelican Lounge

                         3606 Peninsula Dr

                         Port Orange Fl, 32127

1. CALL TO ORDER

1. ROLL CALL

Present Mike, Lisa, Wade, John and Dean on phone, Bob on vacation.

1. APPROVAL OF PRIOR MINUTES

Motion by Lisa to accept June 18th minutes seconded by wade all approved.

4.    STAFF REPORTS

1. Update Maintenance

Dave will be cleaning the pool filters, He explained that the current flow meter we have is the only one that reads close to what he needs. He has been working on the doors cleaning the rust and patching what he can. Dean suggested we try the man who did the trash shoots if we need to do more work than Dave can repair

Lisa will reach out to Keith Arman about getting pricing on a new pool skimmer. Laura will look up what the Insurance company wants in regards to safety signage for the next meeting Dave repaired the lose cable out back. We will start working on repairing the straps to the chairs after we are done with the south wall. In the fall we will start working on the dock.

1. Accounts Payables

Ok to pay Perrys pump but look into why we have this inspection each year. Make sure if it needs to be done for the warranty Pay spectrum.

Make a check off list for the cleaning company.

1. Accounts Receivables

Mike will look into getting pricing for ACH payments.

1. BOARD MEMBERS REPORT

Motion was made by Dean to name John as new Treasurer Seconded by Lisa all in favor.

6.    OLD BUSINESS

1. Railing update ( John )

Hiller Engineering summited the specification repot on what the post and railings should be made of. Hiller will send us names of contractors for bidding on the project. We are looking to get this started by the end of the year.

Motion was made by John to take a railing and 2 post we have in storage and have them tested to see if they can be used per Hillers Engineering specs. Seconded by Wade all in favor.

1. Drain Pipes ( Mike )

We are looking to get are third quote for the pipe limning when he gets all the information, he will email it to everyone and then set up a meeting to vote on when and how we will do the work.

1. South Wall ( John/ Mike )

We have picked up the primer and will ask for volunteers to help get the primer on and then paint the wall. Hope to get this done in the next week weather permitting.

1. Drain Flush

Laura is to order 6 more buckets so we can finish the remaining stacks.

1. SIRS / Audit / Year End

We have completed the Milestone report. Laura will send the SIRS report we found to Hiller Engineering to review to see if we can use it or get set up to get a new one done. Laura and Dean have reached out to different accounting firms. Most are not taken new customers. John will give us a name of a place to try. Still waiting on a response from some email we sent out. Still no word from our current accountant on year-end or audit.

1. Spectrum Renewal ( Lisa/ Dean )

Lisa has reached out to spectrum for pricing and hot wire and will be setting up a time for hot wire to come in and talk to us about what they have to offer. Working with spectrum on details of our renewal package.

7.    NEW BUSINESS

1. Board Vacancy

Motion was made by Dean to name John as new Treasurer Seconded by Lisa all in favor.

1. Repair of pool umbrella

Mike will look at the umbrella to see what condition it is in and we could have a replacement in the shop.

1. Repair of dock cable

Dave repaired this already

1. New credit card

When we go to the bank we can find out if they offer a card so we can update the account and get Sara Wrights name off the card.

1. Mid-year review

Laura handed out the spreadsheet and asked everyone to review and come back with any questions for our mid-year adjustment meeting.

1. Wash/Dryers ( Wade )

Wade subjected since we are paying so much on repairing the washer and dryers that we look into buying a set of new washers and dryers one floor at a time and hold on the old ones to replace any ones that go down. Mike subjected that we have a dryer down on the second floor and we purchase a single dryer and place it under the folding table. Then when the other dryer is too costly to repair replace that with another single dryer. If we can try to make them stackable. Mike will call John’s appliances and get some pricing. Dean suggested that we be sure that we see how this will come together before we make a final decision.

1. ADJOURNMENT

Lisa made a motion to adjourn the meeting Wade second all in favor. 11.25am

After the meeting the Board reviewed the letter from the Millers unit 705 requesting a copy of the documents, that were quoted when the Board made their decision to have Millers give up the 7th north extra storage unit. Laura was directed to drat a letter and have the Board review before sending it out.