

ORCHID COVE CONDOMINIUM ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
April 21, 2020 at 6:30 PM – via Zoom.com
(Instructions on Meeting Notice)
7534 Marsh Orchid Circle, Bradenton FL 34203

MINUTES

Meeting Called to Order / Establish a Quorum – At 6:49 PM the meeting was called to order by the President Chris Cook. Chris Cook, Kim Strub, Greg Blanchard and Judie Littell, LCAM, representing Progressive Community Management, Inc. (PCM), were in attendance. Three Board members were present.

Recording of Meeting – No audio or video recording was made.

Proper Meeting Notice – Meeting notice and the agenda were posted on the Orchid Cove premises in accordance with the requirements of the Florida Statutes.

Approval of Meeting Minutes – January 21, 2020 and February 18, 2020. Greg Blanchard **moved** approval of the January, 2020 minutes and Kim Strub **seconded**. **Motion passed unanimously**. Kim Strub **moved** approval of the February, 2020 minutes and Greg Blanchard **seconded**. **Motion passed unanimously**.

Appointment of Directors / Resignation of President – A new Board member was introduced by Chris Cook: Cynthia Cook. Kim Strub **moved** to appoint Cynthia Cook to the Board; **Seconded** by Greg Blanchard: **Motion passed unanimously**. Christopher Cook then resigned from the Board.

Reorganization of the Board - The Directors elected Kim Strub, President; Cynthia Cook, Treasurer and Greg Blanchard, Secretary.

Officer's Reports -

1. President – No report.
2. Treasurer – Approval of Monthly Financials: February 2020 and March 2020. Greg Blanchard **moved** approval of February and March financials and Cynthia Cook **seconded**. **Motion passed unanimously**.
3. Secretary – Conveyed Board calendar for February and March and a listing of documents referenced in today's meeting to Newsletter (Communication) committee and Orchid Cove website. No action requested.

Committee Reports –

1. Document Rewrite Committee – Kim Loskota: Meeting soon with Cypress Strand representative.
2. Landscape Committee – Kim Loskota: Orchid Cove 2020 Landscape Workplan presented. Kim Strub led discussion of specific line items in the draft workplan. No action taken by Board.
3. Communication Committee – Dave Loskota: No report.

Old Business –

1. Annual Fire Extinguisher Certifications - Completed.
2. Pool Deck Painting and Repairs – Bids have been received and are pending review.

New Business –

1. Formulate Committees – Kim Strub **motioned** to create the following Committees; **Seconded** by Greg Blanchard: **Motion passed unanimously**.

- a. Maintenance Committee
 - b. Pool Committee
 - c. Welcoming Committee
 - d. Rules Enforcement Committee
2. Back flow Inspections (Annual), Fire Sprinkler Inspections (Annual) and Fire Alarm Inspections (Quarterly) – Three bids for the combined annual/quarterly services have been received. Cynthia Cook **moved** acceptance of Quick Response Fire Protection, LLC bid, **Seconded** by Greg Blanchard: **Motion passed unanimously.**
 3. ----- Combined w/ 2 ---
 4. Owner Tenant Information Sheets – The distribution of these materials was discussed.
 5. Wind Mitigation Inspection – Overdue – The Board learned late about the need for this service. It will provide no benefit for this year. The Board will arrange this service until next year.
 6. Road Resurfacing and Repair Bid – The Board received an informational evaluation and bid. No major road work needed this year.
 7. Roofing Concerns – Conveyed the Board’s findings from several meetings on roof condition, roof assessment and insurance liabilities. The Board is requesting quotes for a professional roof condition assessment.
 8. Preserve Golf Course Update – Tara Preserve Golf course is being offered for sale in an online auction. Board is monitoring situation.
 9. Board Members Certification and Meetings Attended. – Kim Strub and Greg Blanchard have completed Condominium HOA certification and attended the recent 2020 CA Day trade show at the Bradenton Area Convention Center. Other meetings are noted in the Board Calendar file submitted in the Secretary’s report.

Any other business that comes before the board

10. Digital ARC form – Greg discussed the draft Digital ARC form. Waiting on an e-signature discussion with Kristin at PCM.
11. Water leak in 7552 – Board discussion of possible next steps and financial responsibility.

Owner comments – No comments.

Schedule next board meeting – To Be Determined.

Adjournment – With no other items to discuss, a **motion** was made by Kim Strub, **seconded** by Greg Blanchard, to adjourn the meeting. **The motion passed unanimously.** The meeting was adjourned by President Kim Strub at 8:39 PM.

Respectfully submitted,
Greg Blanchard
Secretary, Orchid Cove Condominium Association.