

**ORCHID COVE CONDOMINIUM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, September 15, 2020– 6:30 PM – via Zoom.com**  
**Meeting Number: 874 8697 6969 - Password: 159007**  
**7534 Marsh Orchid Circle**

**MINUTES**

**Meeting Called to Order / Establish a Quorum** – At 6:30 PM the meeting was called to order by the President Kim Strub. Kim Strub, Cynthia Cook, Greg Blanchard and Judie Littell, LCAM, representing Progressive Community Management, Inc. (PCM), were in attendance. Three Board members were present.

**Recording of Meeting** – Judie Littell (Zoom host) made a Zoom recording of the meeting.

**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 –**

1. **Minutes for July 21, 2020 Board of Directors Meeting.** Kim Strub **moved** approval of the June 16, 2020 minutes and Greg Blanchard **seconded**. **Motion to approve the July 21, 2020 Board of Directors Meeting minutes passed unanimously.**

**Officer's Reports -**

1. President – Group hurricane window installation by Mullet Aluminum.
  - a. Kim Strub **moved** requiring an ARC form from participating owners and Greg Blanchard **seconded**. **Motion passed unanimously.**
  - b. Kim Strub **moved** Mullet Aluminum and participating owners assign warranties to the Association and Greg Blanchard **seconded**. **Motion passed unanimously.**
2. Treasurer – Approval of Monthly Financials – August 2020. Greg Blanchard **moved** approval of August financials and Kim Strub **seconded**. **Motion passed unanimously.**
3. Secretary – None.

**Committee Reports –**

1. Document Rewrite Committee – No report.
2. Landscape Committee – No report. Board concerned about cost of 2021 landscape contract. Asking for competitive quotes for 2021 landscape contract.
3. Communication Committee – No report.
4. Maintenance Committee – No report.
5. Pool Committee– No report.
6. Rule Enforcement Committee- No report.
7. Welcoming Committee – No report.

**Old Business –**

1. Roof Update – No action.
2. Insurance Claim Filing Update – No action.
3. Back-flow Extension and Bark Removal - No action.
4. Booting Cabbage Palms – Complete.
5. Power Washing Fronts of Buildings- Complete.

6. Re-strapping Pool Chairs- Complete.

**New Business –**

1. Reserve Study. No action.
2. 2021 Budget Planning. No action.
3. Insurance 2021. No action.

**Any other business that comes before the board –** No other business.

**Owner comments –** No comments.

**Schedule next board meeting –** October 20<sup>h</sup> at 6:30 PM by Zoom.

**Adjournment –** With no other items to discuss, the meeting was adjourned by President Kim Strub at 8:03 PM.

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