

**ORCHID COVE CONDOMINIUM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, November 17, 2020 – 6:30 PM – via Zoom.us**  
**Meeting Number: 821 4759 2537 – Password: 264047**  
**7534 Marsh Orchid Circle**

**MINUTES**

**Meeting Called to Order / Establish a Quorum** – At 6:33 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.

**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 October 20, 2020 Board of Directors Meeting.** Kim Strub **moved** approval of the October 20, 2020 minutes and Cynthia Cook **seconded. Motion to approve the October 20, 2020 Board of Directors Meeting minutes passed unanimously.**

**Officer's Reports -**

1. President – None.
2. Treasurer –
  - a. Approval of Monthly Financials – October 2020. Kim Strub **moved** approval of October financials and Greg Blanchard **seconded. Motion passed unanimously.**
  - b. Adoption of the 2021 Budget – Kim Strub **moved** adoption of the 2021 Budget and Cynthia Cook **seconded. Motion passed unanimously.**
3. Secretary – None.

**Committee Reports –**

1. Document Rewrite Committee – No report.
2. Landscape Committee – No report.
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 Insurance Claim Update – Information item: Claim under litigation.
2. Back-flow Extension and Bark Removal – Still deferred for cooler weather.
3. Insurance 2021 – Good resolution; but asking for policy start date to be moved from Oct. to Jan.
4. Staining and Seal-Coating Driveways – Information item: No reasonable quote for community-wide service, yet.
5. New Landscape Vendor – Green Thumb – Service starts in December.
6. 2021 Reserve Study – Board will be asking for quotations from qualified CPA firms for this service.

7. Mailings for Coupon Books, Proxy Letter and Annual Meeting – Information item: Discussed electronic communications alternatives.

**New Business –**

1. Schedule tree trimming for January 2021 – Includes canopy trees.
2. Schedule power washing of driveways and sidewalks in January 2021.
3. COVID-19 Rules sign posted at the pool.

**Any other business that comes before the board –**

1. Dryer vent cleaning – Schedule when members return this season – Jan. or Feb.

**Owner comments** – Linda Benanti remarked about a delay responding to a roof leak in her unit. The vendor has been in communication with both the Board and the Benanti's on this issue.

**Schedule next board meeting** – December 8<sup>th</sup> at 6:30 PM by Zoom.

**Adjournment** – With no other items to discuss, the meeting was adjourned by President Kim Strub at 7:20 PM.

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