

ORCHID COVE CONDOMINIUM, INC.
BOARD OF DIRECTORS MEETING
Tuesday, Jan 19th, 2021 – 6:30 PM – via Zoom.us
Meeting Number: 868 1600 2771 Password: 790340
7534 Marsh Orchid Circle

MINUTES

Meeting Called to Order / Establish a Quorum – At 6:31 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 December 8, 2020 Board of Directors Meeting.** Kim Strub **moved** approval of the December 8, 2020 minutes and Cynthia Cook **seconded. Motion to approve the December 8, 2020 Board of Directors Meeting minutes passed unanimously.**

Special Guest on Reserve Study: Dreux Isaac

Officer's Reports -

1. President – None.
2. Treasurer – Approval of Monthly Financials – December 2020. Kim Strub **moved** approval of December financials and Greg Blanchard **seconded. Motion passed unanimously.**
3. Secretary – None.

Committee Reports –

1. Document Rewrite Committee – Report offered for next meeting.
2. Landscape Committee – Informative joint walkaround with new landscaper 1/13/21.
3. Communication Committee – Requests additional material for newsletter.
4. Maintenance Committee – Volunteer effort to remove excess mulch around meters complete.
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: No news.
2. Back-flow Extension and Bark Removal – Complete.
3. Insurance 2021 – Complete.
4. Mailings for Coupon Books, Proxy Letter and Annual Meeting – Complete.
5. Schedule tree trimming for January 2021 – Kim Strub **moved** selection of Clean Cut Trees to provide tree trimming services for the Association and Greg Blanchard **seconded. Motion passed unanimously.**
4. Schedule power washing of driveways and sidewalks in January 2021 – Complete.

New Business –

1. Dryer Vent Cleaning – Information item: Scheduled with Fire Extinguisher inspections on March 8th.
2. Consent Forms – Information item: Allows e-mailed business communications.
3. Right to Access, key or key code collection – Information item: Letter to members.
4. Rules and Regulations update – None.

Any other business that comes before the board – None.

Owner comments – None.

Schedule next board meeting – March 16th at 6:30 PM by Zoom.

Adjournment – With no other items to discuss, the meeting was adjourned by President Kim Strub at 8.01 PM.

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