

**ORCHID COVE CONDOMINIUM ASSOCIATION, INC.**  
**BOARD MEETING MINUTES - AUGUST 17, 2023 - 5:00 PM**  
**VIA ZOOM HOSTED BY PCM**  
**3701 SOUTH OSPREY AVENUE, SARASOTA, FL 34239**

**MEETING ID: 886-9684 8243    PASSCODE: 342594**  
**CALL-IN NUMBER: 1-305-224-1968 US**

**CALL TO ORDER / CERTIFYING A QUORUM** – The meeting was called to order by Vice President, Larry Hiither, at 5:00 PM. Other Board member attending was Jane Schneider. A quorum was established. Judie Littell, LCAM, attended representing Progressive Community Management, Inc. (PCM)

**PROOF OF NOTICE** – Notice was posted in accordance with the Bylaws of the Association and requirements of the Florida Statute.

**OPENING REMARKS** – Larry Hiither thanked everyone for their patience after our president resigned and that Larry Hiither, as Vice President, had to step up to the president's position. He reminded the members that there still is an open Board seat. The Bylaws call for three members on the Board. A third member would help as they can break a tie and we need three members to work on a budget. Larry Hiither **motioned**, seconded by Jane Schneider, to have Owners Comments at the end of the meeting for 5 minutes each. **The motion passed unanimously.**

**APPROVAL OF MINUTES** – Jane Schneider **motioned**, seconded by Larry Hiither, to approve the minutes from the May 18, 2023 board meeting. **The motion passed unanimously.**

**PRESIDENT' S REPORT** – This is interspersed below.

**TREASURER' S REPORT** – Larry Hiither **motioned**, seconded by Jane Schneider, to approve the May and July 2023 Treasurer's Reports. **The motion passed unanimously.**

**SECRETARY' S REPORT** – Jane Schneider reported that it was slow over the summer. She continued to send out Association emails to the members. Larry Hiither **motioned**, seconded by Jane Schneider, to approve the Secretary's Report.

**MANAGER' S REPORT** – There are a couple of violation letters to be written for plants on the steps, parking of commercial vehicles and working on vehicles on the driveways. Judie also spoke about PCM now using Avid/Strongroom to pay all vendor and autopay invoices. PCM will still be cutting the reimbursement checks.

**COMMITTEE REPORTS** – Larry Hiither mentioned that if a committee does not meet due to not having people to represent the committee, it may be dropped off the agenda.

1. Document Rewrite – This is a vital committee for the Association. They did not meet but the Board would like them to review the leasing application, particularly about sub-leasing. He explained about a current situation with one of the units.

2. Landscape – Kim Loskota will follow up with Ray Cierniecki (Greenthumb) about his proposal for \$1,095.
3. Communication – Dave Loskota reported that he is keeping the web site as current as possible. We have 5 renters and Dave suggested having a “Know your Neighbor” and interview them for the newsletter.
4. Maintenance – Kim Strub was thanked by Larry Hiither for sending in his report prior to the board meeting. Eric Schneider is also on this committee. 7604 had a sale inspection; found – cracked tile, front door molding wood rot, gutters were cleaned; 7550 had the back flow pressure release valve leak fixed; Pool grouting mold cleaned; ants in the pool bathroom doors, eating the wood. Ace Pest Control was called and will try to use the expandable foam to refill voided areas; 7654’s outdoor water faucet head broke. Plumber fixed the leak but a cover or re-stucco had to be done. .
5. Pool – The committee consists of Eric Schneider, Amanda Millstead and Jola Gates.
6. Rule Enforcement – This is being dropped off until we get someone to come forward.
7. Welcome – This is going to be combined with Communications.
8. Roofs – Kim Strub – TMA turned down the request to review metal roofing. Bids for roofing are postponed until Magnolia Crossing and Cedar Hollow insurance settlements closes; they need new roofs also and may want to do a group bid together. It will be discussed at the President Council meeting that Barbara Pompili is setting up for September 19<sup>th</sup> at 1:00 PM at Cypress Strand Community Building.

#### **OLD BUSINESS -**

1. Tree Trimming – The is done with positive feedback.
2. Power Washing – This is tabled to November. The roofs need to be done early next year and the sidewalks and fronts of the buildings need to be power washed.
3. Fire Extinguisher Recertification – This is completed.
4. Back-flows Recertification – This is completed. The County will do the fireline backflows.
5. Fire Sprinkler and Alarm Recertification – Piper Fire Protection did them but needs to send the recertifications to the fire department. There is an FACP panel that needs to be repaired. We will have Piper meet with Kim Strub. Judie will also send Kim Matt Mousa from Fire Safety, LLC’s contact information.

#### **NEW BUSINESS**

1. 2024 Budget Planning meeting – Judie will get the numbers to Larry Hiither and Jane Schneider the week after Labor Day.
2. Insurance Premium – In April the Board approved the finance agreement pay-off but it did not take place. Larry Hiither contacted PCM about it and called IPFS. The pay-off now is \$24,872,80 which must be done by August 19, 2023.

Insurance Pricing Review – Kim Strub reported that Grand Oaks with 80 units plus separate garage buildings and pool, went from \$67,000 to \$203,000; Cypress Strand, with 180 units and pool, went from \$79,000 to \$145,000; Magnolia Crossing, with 52 units and pool, went from \$29,000 to \$115,000; Orchid Cove, with 48 units and pool, went from \$27,000 to \$58,000.

Erica Davis from Insurance Services of Sarasota, and Jim Cirillo, Jr. from GCM Insurance & Risk Management, will be guest speakers at the September 21, 2023 board meeting. Jim Cirillo said that we could expect to pay \$110,000 to \$115,000 next year. They do not expect any premium reductions until 2025. Larry said if our expenditures remain the same except for insurance, it would take our maintenance fees to \$1,200 per quarter. He asked members to prepare questions for Erica and Jim.

3. Insurance Appraisal – Larry Hiither **motioned**, seconded by Jane Schneider, that a new appraisal not be done until the scheduled three year time period. **The motion passed unanimously.**

**OWNERS CONCERNS** – An FPL light pole between 7628 and 7622 is out. We will call FPL again. We will ask if they paint the poles. There was a complaint about a renter's large trailer in their driveway. They were spoken to and said it would be gone on Friday or Monday. A letter will be sent to the owner of that unit.

**NEXT BOARD MEETING** – The next meeting will be on September 21, 2023 at 5:00 PM. Via Zoom platform, hosted by PCM.

**ADJOURNMENT** – There being no further business to discuss, Larry Hiither **motioned**, seconded by Jane Schneider, to adjourn the meeting. **The motion passed unanimously**, and was closed at 7:11 PM by Vice President, Larry Hiither.

Respectfully submitted,

Judie Littell, LCAM  
Progressive Community Management, Inc.  
Managing Agent for Orchid Dove Condominium Association, Inc.

# Treasurer's Report

May Month End

5/31/2023

## Assets:

Checking			108,464
Money Market			98,452
CD-Ameris Bank	10/13/2023	4.75%	200,000
CD-Liberty Bank	12/24/2023	4.250%	84,429
CD-Liberty Bank	1/29/2024	4.950%	75,733
CD-Liberty Bank	2/19/2024	2.77%	100,240
CD Bank United	4/28/2024	4.80%	180,851
Accounts Receivable			631
Utility Deposits			566
Prepaid Insurance			<u>7,761</u>
<b>Total</b>			<b>\$ 857,127</b>

## Liabilities & Equity:

Total Liabilities		<u>20,089</u>
Reserves		687,381
Fund Balance		134,590
Current Year Net Income/Loss		<u>667</u>
Other (Special assessment alloc)		14,400
<b>Total</b>		<b>\$ 857,127</b>
<b>Large Expense Items:</b>	Insurance	\$ 5,363

# Treasurer's Report

## July Month End

### 7/31/2023

#### Assets:

Checking			144,682
Money Market			89,035
CD-Ameris Bank	10/13/2023	4.75%	200,000
CD-Liberty Bank	12/24/2023	4.250%	84,429
CD-Liberty Bank	1/29/2024	4.950%	75,733
CD-Liberty Bank	2/19/2024	2.77%	100,240
CD Bank United	4/28/2024	4.80%	180,851
Accounts Receivable (owners)			2,900
Utility Deposits			566
Prepaid Insurance			<u>6,983</u>
<b>Total</b>			<b>\$ 885,419</b>

#### Liabilities & Equity:

Total Liabilities		<u>36,290</u>
Reserves		695,888
Fund Balance		134,590
Current Year Net Income/Loss		<u>4,251</u>
Other (Special assessment alloc)		14,400
<b>Total</b>		<b>\$ 885,419</b>
<b>Large Expense Items:</b>	Insurance	<b>\$ 5,363</b>