

**ORCHID COVE CONDOMINIUMS ASSOCIATION, INC.**  
**SPECIAL MEMBER MEETING MINUTES – NOVEMBER 16, 2023 – 5:00 PM**  
**TARA PRESERVE COMMUNITY CENTER AND VIA ZOOM**  
**HOSTED BY PROGRESSIVE COMMUNITY MANAGEMENT, INC.**  
**Meeting ID: 851 0037 4612      Passcode: 470570**  
**Call in: +1 301-715-8592 US (New York)**

**CALL TO ORDER** – The meeting was called to order by President, Larry Hiither at 5:03 PM.

**DETERMINATION OF A QUORUM** – 12 is the required number for a quorum. There were 25 in attendance between those attending in person and proxies received. A quorum was established. Judie Littell, LCAM, attended representing Progressive Community Management, Inc. (PCM)

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

**NEW BUSINESS** –

Members Vote on Cross Utilization	<b>Yes 25</b>	No 0	Abstain 0
Members Vote on Carry Over	<b>Yes 25</b>	No 0	Abstain 0
Members Vote on Financial Reporting Waiver	<b>Yes 18</b>	No 5	Abstain 2

**ADJOURNMENT** – There being no further business to discuss, Jola Gates **motioned**, seconded by Harvey West, to adjourn the meeting. **The motion passed unanimously**, and the meeting was adjourned at 5:05 PM by President, Larry Hiither.

Respectfully submitted,

Judie Littell, LCAM  
Progressive Community Management, Inc.  
Managing Agent for The Gardens Condominiums Association, Inc.

**ORCHID COVE CONDOMINIUMS ASSOCIATION, INC.  
BOARD MEETING MINUTES – NOVEMBER 16, 2023 – 5:05 PM  
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HOSTED BY PROGRESSIVE COMMUNITY MANAGEMENT, INC.**

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**Call in: +1 301-715-8592 US (New York)**

**CALL TO ORDER / CERTIFYING A QUORUM** – The meeting was called to order by President Larry Hiither, at 5:05 PM. Other Board members attending were Cathleen Paciello and 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.

**APPROVAL OF MINUTES** – Jane Schneider **motioned**, seconded by Cathleen Paciello, to approve the minutes from the October 19, 2023 board meeting. **The motion passed unanimously.**

**PRESIDENT’S REPORT** – Larry Hiither gave an update on his conversation with Rob Crain, Jr., Consultant who is handling the roof replacement project. Rob is currently working on a report, also the specifications which then need to go to the association’s attorney for review prior to signing it. Larry is trying to have Rob bring samples of the tile to him at Orchid Cove. An ARC must be sent to the Tara Master Association’s ARC Committee to approve the tile. Their standards require a barrel tile.

**NEW BUSINESS** –

1. Adoption of the 2024 Budget – Larry Hiither explained why there was an increase in the maintenance fee for 2024; due to 3 uncontrollable expenses – electricity, insurance, and landscaping. Afterwards, Jane Schneider **motioned**, seconded by Cathleen Paciello, to adopt the 2024 budget with the quarterly maintenance fee at \$1,165 per unit. **The motion passed unanimously.**

**NEXT BOARD MEETING** – The next Member/Board meeting will be held on Wednesday, December 20, 2023 at 5:00 PM in the Tara Preserve Community Center and via Zoom.

**ADJOURNMENT** – There being no further business to discuss, Jane Schneider **motioned**, seconded by Cathleen Paciello, to adjourn the meeting. **The motion passed unanimously**, and was closed at 5:29 PM by President, Larry Hiither.

Respectfully submitted,

Judie Littell, LCAM  
Progressive Community Management, Inc.  
Managing Agent for The Gardens Condominiums Association, Inc.