

ORCHID COVE CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
Thursday February 15, 2024 – 5:00 PM
At the Tara Preserve Community Center
7430 Tara Preserve Lane, Bradenton, FL 34203, and
Via ZOOM Hosted by PCM
3701 South Osprey Avenue, Sarasota, FL 34239

Meeting ID: 827 4989 9952 Passcode: 911345
Call-in Number: 1-305-224-1968 US

CALL MEETING TO ORDER/ DETERMINATION OF A QUORUM – The meeting was called to order by President Larry Hiither, at 5:00 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 as amended from the January 17, 2024 board meeting. **The motion passed unanimously.**

PRESIDENT’S REPORT – Larry Hiither spoke about Aaron Schaeffer of Omni Task, Inc. who was hired to do the drywall work and other handyman work for 7556, 7520, and 7529. He charges by bidding on a project or by time and materials. Jane and Larry did a reconciliation of the key box, down to 6 missing keys. Our Rules & Regulations gives the Board the right to enter for emergency reasons. The keys are kept in a secure environment.

TREASURER REPORT – APPROVAL DECEMBER & JANUARY TREASURERS REPORTS, CD’s 1/29/24, 2/13/24 & 2/19/24 – The January 2024 financial was not ready. Larry Hiither **motioned**, seconded by Cathleen Paciello, to approve the December 2023 Treasurer’s report as presented. **The motion passed unanimously.**

SECRETARY REPORT – Jane Schneider reported that the dryer vent cleaning will be on February 26 and 27. She sent the second notice of the annual meeting to the members and reiterated that we need someone to step up to be on the board.

COMMITTEE REPORTS

1. Landscape – Kim Loskota gave a very detailed report on the landscaping and tree work that must be done on the oak and orchid trees, sod installation, and plant replacements. Greenthumb quoted \$308.50 to do the sod installation. Larry Hiither **motioned**, seconded by Cathleen Paciello, to move ahead with sod installation at 7622, 7558, and 7552, hibiscus replacement at 7554, holly removal, and Eurika Palm installed for up to \$1,500. **The motion passed unanimously.**

High Quality Tree Service quoted \$4,125 to raise the elevation on the oak trees overhanging the roofs and remove all debris. Larry contacted an arborist who came out and suggested Monster Tree Service who quoted \$8,500 to trim 35 live oak trees and \$3,200 to prune the Orchid trees. Larry Hiither **motioned**, seconded by Cathleen Paciello, to have Monster Tree Service prune 16 Hong Kong Orchid trees at \$3,200. **The motion passed unanimously.** Judie was asked to contact Escalante Professional

Tree Service to get a quote to trim the live oak trees and raise the canopies of the oak trees overhanging the roofs.

2. Communication/Welcome – Dave Loskota is working on the Newsletter and the website.
3. Pool – Last month we switched to Sunshine Pools of Bradenton, and they are doing a wonderful job. There is a crack in the housing on the pump face. Sunshine Pools will be sending a proposal to fix it.

OLD BUSINESS

1. Roof Replacement Project – We have a specification report if someone wants to see it. The pre-bid meeting took place and are supposed to get the bids back by February 22nd. Contracts will be coming to Judie and then we will need to schedule a meeting to review. Tile samples are at the pool house, looking at Terra Cambria tile #2. Once we get the contract, we will meet with Bill Sutton about getting a line of credit and how to pay, and then will invite the members to a town hall meeting and get their input.
2. Rules and Regulations changes/additions – Kim Loskota combined the two sets of Rules & Regulations. Larry Hiither **motioned**, seconded by Jane Schneider, to accept the revised Rules & Regulations effective February 15, 2024 as our only set. **The motion passed unanimously.**
3. Leasing of Units – Judie to obtain application for the grandson living in 7610. The owner will also have to provide a key.
4. Dryer Vent Cleaning – This is scheduled for February 26 and 27. Larry Hiither will be here on the 26th and Jane Schneider and Cathleen Paciello will cover the 27th.
5. Mulch – Ramco Mulch completed the dusting of the mulch and it looks good. Next year we might want to consider more mulch in some areas.
6. Recertification of Fire Alarm and Fire Sprinkler Systems – Larry Hiither met with Matt Mousa of Fire Safety, Inc. and did a walk through of the fire alarm system including the standpipes, and fire sprinkler system. Matt sent a proposal for Fire Safety to do the annual inspection of the fire alarm system for \$1,075, and the fire sprinkler system (exterior and interior, and fire backflows) for \$1,930. If anything needs repairs, it would be charged based on time and materials. Larry Hiither **motioned**, seconded by Jane Schneider, to incorporate Fire Safety, Inc. to do both. **The motion passed unanimously.** Judie will try to get Matt Mousa from Fire Safety to do this on the same day as the fire extinguisher inspection.
7. Recertification of Fire Extinguishers – Judie will talk to All Florida Fire Equipment to set a date in March.
8. Backflow inspection (Casey's Plumbing) – Judie will check with Jamie Fox of Casey's Plumbing to try to have these done on the same day in March when the fire alarm system and fire extinguishers are being done.

Annual Members Meeting – Larry Hiither spoke about receivership if there are only two members on the board. We will not have an election and the remaining board will be seated by acclimation. He also spoke about the Sunshine laws which state that co-owners of a unit may not serve as members of the board of directors at the same time unless they own more than one unit or unless there are not enough eligible candidates to fill the vacancies on the board at the time of the vacancy. Eric Schneider volunteered to be on the board if no one else steps up on or before the annual meeting.

NEW BUSINESS - None

OWNERS COMMENTS - None

SCHEDULE NEXT MEETING – The next meeting will be the Annual Meeting on March 21, 2024 at 5:00 PM, Tara community building and via Zoom platform, hosted by PCM.

ADJOURNMENT - There being no further business to discuss, Jane Schneider **motioned**, seconded by Cathleen Paciello, to adjourn the meeting. This was passed unanimously, and the meeting closed at 6:27 PM by President, Larry Hiither.

Respectfully submitted,

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

Treasurer's Report

February Month End

2/29/2024

Assets:

Checking			118,460
Money Market			83,021
CD-Ameris Bank	2/13/2024	5.00%	200,000
CD-Liberty Bank	2/19/2024	2.77%	103,016
CD Bank United	4/28/2024	4.80%	185,235
CD Liberty Bank	8/25/2024	5.25%	88,954
CD Cadence Bank	9/27/2024	3.99%	78,219
Accounts Receivable (owners)			2,462
Utility Deposits			566
Prepaid Insurance			<u>38,633</u>
Total			898,566

Liabilities & Equity:

Total Liabilities	<u>30,430</u>
Reserves	735,746
Fund Balance	132,469
Current Year Net Income/Loss	<u>(79)</u>
Total	\$ 898,566