

TROPICAL COURT APARTMENTS ASSOCIATION, INC.

Board of Directors Meeting Minutes
Wednesday, January 10, 2018
Sunstate Management Office

Call to Order: The meeting was called to order by President Ray Schiller at 10:06am.

Proof of Notice: Notice was posted on property 48hrs in advance in accordance with the Association's Bylaws and Florida Statute 718.

Determination of a Quorum: A quorum was established with President-Ray Schiller, Vice President-Franco Agliardo, Secretary- Bruce Burbage, and Director- Ann Meyer were present. Absent was Treasurer- Amy Lubas. Also present was Kim Delaney of Sunstate Management.

Approval of Minutes: **MOTION** made by Ray Schiller, seconded by Bruce Burbage to approve the November 20, 2017 meeting minutes. Motion passed unanimously.

President's Report:

- Ray is pleased with the responses from board members regarding the amendments.
- Bids have been received for a new trash enclosure and will be discussed under new business.
- The laundry room light has been replaced.
- Ann purchased weed killer and sprayed it around the property.
- Franco will pressure wash the sidewalks this afternoon.

Treasurer's Report:

- The Board discussed the current A/R.
- Unit #12 is behind. The owner passed away and an attorney is handling the estate. Sunstate will contact the attorney regarding payment.
- The Board discussed late fees and when to charge late fees. The Associations documents state that payments are considered late 10 days after the due date at which point a late fee not to exceed \$25 or 5% of the assessment due whichever is greater.

Unfinished Business:

- The Board reviewed the Action List.
- 2 bids were received for the trash enclosure project. The Board discussed the bids from Ashley Investment Group and Sundance Properties. The Board discussed the difference between the bids and the desire to have a 6ft enclosure instead of a 5ft enclosure.
- Franco brought up the idea of adding gates to the trash enclosure at a later date.
- Ann is concerned about parking spaces with new enclosure. Parking spaces will be moved but not eliminated.
- **MOTION** made by Franco, seconded by Ann to accept the Sundance Properties bid to rebuild the trash enclosure for \$2100. Motion passed unanimously.

New Business:

- Franco would like research adding a fence by Unit 22. It would improve the look of the property. A land survey would need to be done.
- Ann would like to research adding more parking spaces by Unit 22. She will measure the area and would like to discuss it at the next meeting.
- Management needs to have keys to each unit at the Sunstate Office. A list will be compiled of units that don't have keys at Sunstate and a letter will be sent to homeowner.
- The Board discussed the Annual Meeting and the positions open on the Board. The Association's Documents state that the Board consists of 3 members. Currently the Board of Directors consists of 5 members which is in contradiction of the documents.

Next Meeting: February 5, 2018 at 10am.

Adjournment: With no further business to discuss, Ray Schiller adjourned the meeting at 11:55am.

Respectfully submitted by

Kim Delaney/ LCAM

For the Board of Directors for Tropical Court Apartments Association, Inc.