



**Board of Directors Meeting Minutes
December 22, 2020**

**The Metropolitan at Lake Eola Condominium Association – Clubroom, 7:00 p.m.
A Corporation Not-for-Profit**

Board Members - Present: Bryan Fangman, President / Ellen Muscarella, Director / Cassie Hartman, Director / Barry Watson, Director

Representatives from First Service Residential, Inc. – Joshua Pack, Assistant Manager / Cheryl Bond, Administrative Assistant

- I. **Certify a Quorum:** With 4 of 6 Directors present, a quorum was met.
- II. **Call to Order:** Bryan Fangman called the meeting to order at 7:12pm.
- III. **Certify meeting notice was posted in accordance with the Florida Statutes:** Bryan Fangman verified that the notice of the meeting was duly posted in accordance to Florida Statutes and the Association Documents.
- IV. **Approval of Prior Meeting Minutes:** Bryan Fangman **motioned** to **approve** the November 19, 2020 Board of Directors meeting minutes. Barry Watson **seconded** the motion. **Motion** carried unanimously. **(4-0)**.
- V. **Monthly Managers Report:** Joshua Pack provided the Board of Directors the Financial Information for the month of November & December and a summary of the delinquency units. Joshua Pack provided the “Top Tasks Completed in the Month of December. Joshua Pack, along with Cheryl Bond gave a yearly report on the Penthouse units, Barry Watson **motioned** to **approve** that we explore options for the Owners at the Metropolitan to rent out their units. Bryan Fangman **seconded** the **motion**. Motion carried unanimously. **(4-0)**
- VI. **Hardship Approvals- Board Approval:** Barry Watson **motioned** to **approve** the hardship permits for units **622, 217, 628 & 324** pending that Joshua adds a “Violation” under the Violations Section for Unit 324. Bryan Fangman **seconded** the **motion**. Motion carried unanimously. **(4-0)**
- VII. **New Business**

a) **B-Nice Sound Levels**

Bryan Fangman **motioned** that the Metropolitan invests in a Decibel Meter to check the sound levels nightly & that if the levels exceed an acceptable amount that that will first result in a “Warning Letter” & then a “Fine” per occurrence. Cassie Hartman **seconded** the **motion**. Motion carried unanimously. **(4-0)**

These Minutes Approved On: / / **By:**



b) Dash Pro Estimates

Bryan Fangman **motioned** to **approve** 2 Proposals/Estimates from Dah Pro Services, one being for \$7,599.20 (Replacing PVC Piping for the all the A/C drains on Floors 1-6) & the other being \$3,859.76 (Replacement of 3 ½ Inch Piping on “18” Stack). All work to be completed is considered mandatory. Cassie Hartman **seconded** the **motion**. Motion carried unanimously. **(4-0)**

c) Gym Equipment

Bryan Fangman **motioned** to **approve** maintenance/repairs to the Gym Equipment; this will help extend the life of the machines. Estimated cost: \$805.66. Cassie Hartman **seconded** the **motion**. Motion carried unanimously. **(4-0)**

d) Holiday Bonus Discussion

Bryan Fangman **motioned** to **approve** a “Christmas Bonus” for each staff member, the proposed bonus is 1% of their current yearly earnings. Cassie Hartman **seconded** the **motion**. Motion carried unanimously. **(4-0)**

e) Reserve Study

Bryan Fangman **motioned** to **approve** a “Reserve Study” be completed on the Metropolitan, the first year will be at a cost of \$2,855.00 & the 3 subsequent years thereafter will be at the cost of \$970.00. Cassie Hartman **seconded** the **motion**. Motion carried unanimously. **(4-0)**

f) Conference Room

Barry Watson **motioned** to **approve** that we explore options for the potential “Conference Room” in the Clubroom Area; new plans are currently being worked on by the Board. Bryan Fangman **seconded** the **motion**. Motion carried unanimously. **(4-0)**

VIII. Confirm Next Board Meeting Date and Time

January 21st, 2020

IX. Adjournment

Bryan Fangman **motioned** to adjourn the meeting at **9:07 PM**.

Cassie Hartman **seconded** the motion.