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# Club Cortile Master, Condo and Townhome Associations, Inc.

## 2701 Club Cortile Circle Kissimmee, FL 34736

# Board of Directors Meeting Minutes

# Monday, May 13, 2019

# 11:00 AM

**The Board of Directors meeting for the master association**

**followed by new business for the condominium and townhome associations.**

1. Call to Order:

Jair Vargas, President of the Condominium Association, called the Club Cortile Board Meetings to order at 11:13 AM.

1. Verification of Quorum:

Quorum was confirmed with three Directors in attendance: Jair Vargas, President of the Condominium Association, Andy Schreiber-Treasurer for the Master, Condominium and Townhome Associations, Guillermo Florido-President of the Townhome Association. Merlin James Webbe-Vice President of the Condominium Association, Subash Duggirala-Director and Oba Vincent-Director participated by conference call. MaryJo LoCascio, PCAM represented Signature Management Solutions.

**III. Approval of Minutes:**

 The annual meeting minutes were approved by the Board of Directors.

1. **Manager’s Report:**

\*Andy Schreiber moved to have David Glassman, the Associations’ legal counsel address the membership (of which twelve were present) prior to the agenda items being addressed. Jair Vargas provided a 2nd and the motion passed unanimously.

* David Glassman addressed the owners’ responsibility to provide proof that the windows do not need to be replaced.

\*Jair Vargas moved that the Condominium Association engage Carr Engineering to conduct an engineering study of the fire windows in preparation for the buildings being pressure washed and painted with the cost being posted to general repairs/building maintenance. Subash Duggirala provided a 2nd and the motion passed unanimously.

* The Board requested that the results of the engineering study be distributed to all condominium owners with a letter regarding the repair or replacement of the fire windows.
* Fire window payments will be refunded upon request to owners that paid in advance.

**V. Old Business:**

\*Andy Schreiber moved to hold a closed meeting with David Glassman to discuss the current collection policy and pending actions. Guillermo Florido provided a 2nd and the motion passed unanimously.

* The resident that caused the gate damage will be required to pay 50% of the repair cost.
* A concrete ballard will be installed in front of the gate tower.
* Community Signage-Tabled

1. New Business:
* Andy Schreiber requested that a roof inspection from Coast to Coast will be obtained.
* The annual meeting will be held in October.

VII. Adjournment: Meeting was adjourned at 12:49 PM

VIII. Open Forum

Minutes submitted by: MaryJo LoCascio, PCAM

\*Denotes Board Motion