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

## 2701 Club Cortile Circle Kissimmee, FL 34736

# Annual Membership and Board of Directors Meeting Minutes

# January 14, 2019 11:00 AM

**There was not a quorum of owners in person or by proxy to conduct the annual meetings.**

**Volunteers were appointed as Directors for the three associations for 2019.**

**The Board of Directors Meeting for the three associations commenced.**

1. Annual Meeting-Call to Order:

MaryJo LoCascio, Association Manager called the annual meeting of the Board of Directors to order at 11:07 AM. Quorum was not obtained with 17 members represented in person and 3 members represented by proxy.

1. Organizational Meeting of the Boards of Directors:
2. Verification of Quorum:

Quorum was confirmed with four Directors in attendance: Jair Vargas, Guillermo Florido, Merlin Webbe in person and Subash Duggirala on speaker phone. MaryJo LoCascio, PCAM represented Signature Management Solutions, LLC.

**III. Election of Officers:**

 **Master Association:** Minimum 3 Directors with 1-year terms

* President-Andy Schreiber
* Treasurer-Guillermo Florido
* Secretary-Jair Vargas

**Condominium Association:** Minimum 3 Directors with 2-year terms

* President-Jair Vargas
* Vice President-Merlin Webbe
* Treasurer-Andy Schreiber
* Secretary-Subash Duggirala

**Townhome Association:** 5-7 Directors with staggered terms

* President-Guillermo Florido
* Treasurer-Andy Schreiber
* Secretary-Subash Duggirala

**IV. Approval of Minutes:**

The Board approved the October 29, 2018 meeting minutes.

**VI. Manager’s Report:**

* Phoenix Engineering will issue an opinion regarding the fire windows.
* Fyre-Tech will be contacted regarding the fire windows.
* Attending members requested that Signature arrange the county inspection of the fire windows that owners believe do not have to be replaced.
* A standardized list of requirements will be created for any request of an emotional support animal.

 **VII. Old Business:**

1. The 2019 Budgets were approved unanimously with no change to the assessment amount.

2. The condominium buildings will be scheduled for stucco repairs and painting once the installation of the windows

 is completed.

1. Community signage is scheduled to be replaced. The signage will include a consistent color scheme.

VIII. New Business:

1. A proposal will be obtained for repair or replacement of the club house sound system.

VI. Adjournment:

The Board adjourned at 12:59 PM.

Minutes submitted by: MaryJo LoCascio, PCAM