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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

# May 17, 2021 11:00 AM

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

**Volunteers from the floor were appointed as Directors for the three associations for 2020.**

**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 11:06 AM. Quorum was not obtained with 6 members represented in person and 1 member represented by proxy.

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

Quorum was confirmed with two Directors in attendance: Guillermo Florido and Joyce Brenden. MaryJo LoCascio, PCAM represented Signature Management Solutions, LLC.

**III. Election of Officers Postponed to the next meeting:**

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

* President/Treasurer-
* Vice-President-
* Secretary-

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

* President/Treasurer-
* Secretary-Joyce Brenden

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

* President-Guillermo Florido-3-year term
* Treasurer-Andy Schreiber-2-year term
* Secretary-

**IV. Approval of Minutes:**

The membership unanimously approved the annual meeting minutes of 2019. The Board unanimously approved the budget meeting minutes of 2020 with Joyce Brenden providing the motion and Guillermo Florido providing a 2nd.

**VI. Manager’s Report:**

* The open Director positions were explained to the membership and a request for volunteers was made.
* The following financial information was explained to the membership:
* Master Association
* Operating $11,681
* Reserves $193,007
* YTD-$2K under budget
* Condo Association
* Operating $18,411
* Reserves $73,880
* YTD-$6,500 over budget
* Townhome Association
* Operating $82,224
* Reserves $72,422
* YTD-$6,000 over budget

 **VII. Old Business:**

* New proposals are being obtained for the fire windows to be replaced in the condominiums due to the 200% plus increase in materials. This is an owner expense and will be recovered from each owner responsible.
* Handicap access ramps to be installed at the sidewalk corners. This is a master association expense.

VIII. New Business:

* Drainage pipes for the gutters that run under the sidewalk will be replaced. This is a master association expense.

VI. Adjournment:

The Board adjourned at 12:08 PM.

Minutes submitted by: MaryJo LoCascio, PCAM