

# Uptown Place Condominium Association

## Board Meeting Minutes – Draft

Thursday, July 27, 2023 – 5:30 PM

Location: 911 North Orange Ave, Orlando FL 32801 (Clubroom)

Teams: [Join a Microsoft Teams Meeting by ID | Microsoft Teams](#)

Meeting ID: 294 737 173 576

Passcode: EgvnvD

**2023 Board Members:** Joseph Brennan -**President**, Onelia Codrington -  
**Vice President**, Bertrand Fonji-**Secretary**, Julius Drelick-**Treasurer**-  
Jaime O. Parra- **Director**

Numbers of resident's present [ ]

1. **Call to Order:** PM by Joe
2. **Quorum Establishing:** Joseph Brennan, Onelia Codrington, Bertrand Fonji via zoom, Julius Drelick Via zoom, Jaime O. Parra. Also, Gabriel Agnus, LCAM from Don Asher & Associates.
3. **Notice of Meeting:** Property bulletin board, the exit door to the parking garage, and an email was sent from [uptown@calibersoftware.email](mailto:uptown@calibersoftware.email) to all residents.
4. **Approval of Minutes:** **MOTIONS** to approve the meeting minutes of July 7<sup>th</sup>, 2023, and July 19<sup>th</sup>, 2023, second: . All approved.
5. **Managers' Report:**

### A. Financial Report:

**Financials:** As of June 2023, the association currently has a total of \$191,923.94 on the operating expense account; \$20,805.58 was received on the working capital account; our petty cash account (Credit Card) was replenished back to \$3000; and a total of \$607,578.01 in our reserves account.

**Collections:** Our accounting team has done a great job retrieving the uncollected assessment, which was at a total of \$94,534.22, down to \$74,141.20. Please understand that amount was for the month of June; as far as I know, as of today we are currently down to \$48,000. We have also been attempting to determine the \$500 that was received from First Service. We still have not had anyone confirm that this payment was, in fact, theirs. First Service also does not know who the \$500 belongs to.

As of June 27, 2023, the association still has not received the \$63,000 that rental owes.

**B. Manager Report:**

**Management Priorities:** The priority that I have at the top of my list is the roof, as we are approaching the rainy and bad weather seasons. I had instructed the maintenance team to take care of the water that was sitting on the road in Pasadena and had come up with a solution to prevent the water from flooding the road. Secondly, our fire protection system, per my last conversation with the manager in charge of the project, is 98% complete. Once they complete the repairs, they quoted us for, we should have no problem passing the final inspection. Thirdly, security. I have suggested to the board that we get some additional cameras for the exterior of the building and some on the hallways, as well as an unarmed security person for Monday, Wednesday, Friday, 10.m. to 5.m., and Sunday, 24 hours a day (see attached for quotes). Board to decide how they would like to move forward with my request.

**Fire protection system:** Some additional issues were found in lot 0416 (Missing Device) and on the 5<sup>th</sup> floor garage (Smoke detectors not working), which required the fire protection system company to do some additional repairs.

**MOTIONS** to approve both quotes from DynaFire at a total of \$14,937.00 for the repairs. Gabriel to follow up with the insurance claim for reimbursement.

SECOND: . All approved.

**Building maintenance:** See attached.

**Realtors and contractors Access to units:** Our process in place for realtors has been to greet them at the door and inform us what Unit they are going to, keep a photo of their identification, and send them on their way. contractors, either they are accompanied by the owner, or the owner reaches out to us and lets them know they are coming on certain dates, along with providing us a copy of their certificate of insurance and license. Visitors are to let us know what unit they are going to or be accompanied by the owner.

**c. Flooring:** The manufacturer accidentally sent us three different types of vinyl, which is one of the reasons why we have decided to stop the project. The contractor that ordered the planks is in the process of finding us some different types of vinyl that we can be sure will not have the same issues. As per my conversation with the Contractor, they have ordered the new samples, and they are on their way for us to review. Once we review them and make a selection, the work will resume.

**Board of Director**

Nothing to report.

**6. Old Business**

1. **Roof Repairs:** Gabriel has obtained three quotes for the repairs on the roof (see attached). Note that two vendors refused to quote the roof for the repairs based on their findings. The board discussed the roofing issues among themselves and has concluded **MOTIONS** to approve the repair in the amount of . **SECOND:** . All approved.

**7. New Business**

1. **Security:** The board advised Gabriel to obtain three quotes for security services. Three quotes were presented to the board, and the board discussed the hours and monthly payments. **MOTIONS** to approve at the amount of . **SECOND:** . All approved.

- A. Insurance Renewal:**
- B. Wind Mitigation:**
- C. Surge Protection:**
- D. Stormwater drains:**
- E. Termite Bond:**
- F. Electronic Voting:**

8. **Open Floor:** (3 minutes per residents)

9. **Adjournment:** **PM, MOTIONS:** Joe, **Second:** Jaime. All approved.

Minutes Prepared by Gabriel (Property Manager)

Board Secretary minutes approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

Don Asher and Associates, INC