



The Board of Directors at The Atrium Condominium Association, Inc. held a duly called Board Meeting on **Tuesday, March 10, 2020.**

Roll Call:

Present: Tom Mason, Robert Button, Patricia Brosamer, Robert Dawson, Antonio Traversa, Clyde Keck

Present via tele-conference: Ann Degnan, Charles Gulgas, Donna Shelton

Quorum was established

Proper Notice: Posted on 03.06.2020

The Meeting was Called to Order at 6:00 pm

Meeting Minutes:

Motion: *That the Meeting Minutes from the Board Meeting that was held on 02.12.2020 be accepted as if read.*

Entered by:

Clyde Keck

Seconded:

Robert Dawson

All in favor; Motion passed unanimously

President's Report

Cleaning Companies: Board President, Tom Mason discussed our maintenance employee putting in her resignation. The board was presented with three estimates that included Coverall, Jupiter Commercial Cleaning and Maid Pro.

Motion: *To sign a contract with an opt out period of 30 days with Coverall at the annual price of \$25,500.*

Entered by:

Donna Shelton

Seconded:

Clyde Keck

All in favor; Motion passed unanimously

Lobby Update: Board President, Tom Mason opened the conversation regarding the lobby project. The décor will be a separate project apart from the mail room and bathrooms. Robert Dawson explained the timeline and the overall plan for the décor portion of the lobby.

Carts: The shopping carts were discussed, taking them by the beach and inside the elevators. Tom Mason proposed we paint 5 carts for the elderly and handicap to use by the beach. After discussion there will be no changes regarding the carts. Once the members/board start to notice a problem it will be addressed. Tabled.

Access of Facilities by unauthorized guest/Security Report: (These two topics were discussed together) Tom Mason discussed the Security Site Review that was done by the Sheriffs Department. The conclusion the Sheriff recommended was we move forward with the southside fence and the gates. The fob/access system could help with the unauthorized guest and contractors that are on property.

Committees: The current set of Rules and Regulations were discussed, there are too many items that need to be addressed so Tom Mason asked for volunteers for a Rule Change Committee. Donna Shelton and Patricia Brosomer will head this committee.

Covid- 19: Board President, Tom Mason discussed the latest report regarding the coronavirus and how it will affect our building. Management was instructed to place Hand Sanitizer around the property. Tom gave three websites that will help with anyone who is traveling: Airlines.org, Airlinesforamerica.com, and CDC.gov.

Treasurer's Report

Robert Button addressed the Membership present with the Operating balance as of today \$187,503 and Reserve Balance is \$298,364 and the remaining balance in the special project account is \$7500 that is allotted for the balance of the awning. Audited Financial Report is almost complete and will be available to the membership. Robert Button explained the two-year line of credit for \$500,000 is expiring, he recommended renewing the line of credit for \$1250 fee and \$750-\$1000 Attorney fee.

Motion: *To extend the line of credit for another two years.*

Entered by:

Clyde Keck

Seconded:

Robert Dawson

All in favor; Motion passed unanimously

Motion: *There is a \$3000 maximum spending limit the Board President has authorization to spend.*

Entered by:

Antonio Traversa



Seconded:

Robert Button

All in favor; Motion passed unanimously

Committee's Report

Meredith D'Andrea addressed the membership present regarding the planter boxes and the new plants on the third floor. She also went over the addition of new plants and mulch. Meredith will start looking into how to view the ocean around the seagrasses and trees

Open Forum:

The issues with the website was brought up. Donna Shelton will be looking into other options for the website.

Meeting Adjournment:

Motion: Entered by Antonio Traversa

Seconded: Donna Shelton

Meeting Adjournment / All in favor / Meeting Adjourned at 7:59 pm