Oxford Square Condominium Association

600 Kenwick Circle, Casselberry, FL 32707

Board of Directors Meeting

March 29, 2021

**Members Present:** Russell Hebert, President Michael Daniel, Director, via phone

 Jim Travis, V-President Ghorghe Daniel, Director, Absent

 Ada Hebert, Sec. /Treas., Merav Daniel, Director, Absent

 Cathy MacDougall, Property Manager

**CALL TO ORDER: -**  President Russell Hebert called the meeting to order at 7 PM.

**PROOF OF NOTICE/QUORUM -** Yes

**Approval of minutes:** A motion was made to approve the minutes of September 14, 2020 by Russell Hebert and seconded by Jim Travis. Motion Passed.

* A motion was made to approve the minutes of November 30, 2020 by Jim Travis and seconded by Russell Hebert. Motion passed.

**2. Financial/Treasurer –** See report attached.

**3. Collections –** Board advised property manager to send rent seizure letters to owners who owe large amounts on past due monthly assessments.

**4. Manager’s report –** Property manager to get a roof inspection from Apex.

 See report attached.

**5. Maintenance report –** See attached report

**6. Violations –** Board discussed in length problems with owners who do not comply to violations issued by the property manager. See attached report.

**OLD BUSINESS**

**7. Park –** Tabled for next meeting. Need more quotes to re-do the asphalt.

Board advised the property manager to order 2 picnic tables, 1- 6’ blue, 1- 46” red and 2 trash bins for the newly constructed pavilion.

**NEW BUSINESS**8. **630 Pest control** - Board discussed in depth that it is the owner’s responsibility to take care of any pest control issues in their units. It is not the responsibility of the Association to handle issues that are caused by owner’s tenants.

**ADJOURNMENT –** A motion was made by Russell Hebert and seconded by Jim Travis to adjourn the meeting at 7:45.

Respectfully submitted,

Ada Hebert, Sec./treas.