



**BOARD OF DIRECTORS' MEETING**

**Date:** Saturday, December 14, 2019 **Stan Roe.** **Time:** 9a.m

**Attendance:**

<input type="checkbox"/> Allan Ortman	<input type="checkbox"/> Med Espinosa	<input type="checkbox"/> Tony Reyes
<input type="checkbox"/> Bart Wilenski	<input type="checkbox"/> Ron De Marco	<input type="checkbox"/> Vivian Catá
<input type="checkbox"/> Manny Hernandez	<input type="checkbox"/> Ron Trice	<input type="checkbox"/> Viviana Ramos-Perez

**Motion Sheet**

**Allan Ortman (President) – Motions (A-B)**

A. Motion: I move for the Board to approve to waive the reading of the minutes of the Board of Directors Meeting of November 9<sup>th</sup>, 2019.

Second by: \_\_\_\_\_

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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B. Motion: I move for the Board to approve a salary increase of 4% for the park manager, funds to come from the Manager Payroll account #04445-000.

Second by: \_\_\_\_\_

Rationale: The park manager's salary is controlled by the Board of Directors and in November ORLK employees receive raises.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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**Ron Trice (Vice President) – Motions (C)**

- C. Motion: I move for the Board to approve to change the number of unit owners required to vote in order to have a quorum from 205 to 180.

Second by: \_\_\_\_\_

Rationale: The unit owners must vote this change in the annual meeting in Feb 2020

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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**Viviana Ramos Perez (Secretary) – Motions (D-F)**

- D. Motion: I move for the Board to approve the *Paid Time Off Policy* effective date from 10/1/19 to 1/1/20.

Second by: \_\_\_\_\_

Rationale: Policy details are being work on with payroll and we want to ensure everything is set up properly. The policy was also revised to reflect cap hours on the PTO plan and rollover hours allowed. This will limit the accrued liability which is payable should an employee terminate employment.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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E. Motion: I move for the Board to approve the *Corrective Action Policy* - Policy outlines guidelines for the Corrective Action Process.

Second by: \_\_\_\_\_

Rationale: To provide guidelines for employees and management to follow to properly address Corrective Action issues.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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F. Motion: I move for the Board to approve the *Attendance & Tardiness Policy* - Policy provides guidelines on Attendance and Tardiness.

Second by: \_\_\_\_\_

Rationale: To provide guidelines on proper communication when there is an absence, provide patterns of behavior that can be addressed through the Corrective Action process.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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**Vivian Catá (Treasurer) – Motions (G)**

G. Motion: I move for the Board to approve the propose ORLK budget for the fiscal year 2020-2021.

Second by: \_\_\_\_\_

Rationale: Upcoming budget needs to be approved by the ORLK Board of Directors before being approved by owners at the annual meeting.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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**Tony Reyes (Directors) – Motions (H -K)**

H. Motion: I move for the Board to approve an architectural proposal for the boat ramp, cost not to exceed \$5,800.00. Funds to come from the Professional Service account #4555-000.

Second by: \_\_\_\_\_

Rationale: Concrete erosion has occurred at the boat ramp causing the concrete to break apart.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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- I. Motion: I move for the Board to approve an architectural proposal for the bath houses, cost not to exceed \$5,800.00. Funds to come from the Professional Service account #4555-000..

Second by: \_\_\_\_\_

Rationale: Architectural proposal are the first step required to begin the process of repairing the bath houses.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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- J. Motion: I move for the Board to approve an architectural proposal for the seawalls located at lots 287-288, cost not to exceed \$5,800.00. Funds to come from the Professional Service account #4555-000.

Second by: \_\_\_\_\_

Rationale: Architectural proposal are the first step required to begin the process of repairing the seawalls located at lots 287-288.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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*Outdoor Resorts at Long Key a Condominium  
P.O. Box 816 Long Key, Florida 33001*

K. Motion: I move for the Board to approve the installing a new AC unit in the Fitness Center, cost not to exceed \$6,000.00. Funds to come from the Professional Service account #4555-000.

Second by: \_\_\_\_\_

Rationale: The current AC unit hasn't functioned in years. Therefore, it must be replaced.

Vote: Ortman \_\_\_\_\_ Trice \_\_\_\_\_ Catá \_\_\_\_\_ Wilenski \_\_\_\_\_ Espinosa \_\_\_\_\_

Demarco \_\_\_\_\_ Reyes \_\_\_\_\_ Ramos-Perez \_\_\_\_\_ Hernandez \_\_\_\_\_

<b>Motion Outcome:</b>	<input type="checkbox"/> Passed	<input type="checkbox"/> Did not Pass
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Adjournment @ \_\_\_\_\_ a.m.

Motion for Adjournment: \_\_\_\_\_

Signed: \_\_\_\_\_ Viviana Ramos-Perez (Secretary)