

Condo Secretary's Webinar



March 2, 2023

Your Guide – Howard Silverstone

- COOCVE Comptroller – 2022/2023
- Oakridge F Assoc. Treasurer – for 2 years
- Oakridge F Assoc. Secretary – for 3 years



“Congratulations!!”



*“You’ve been elected by your fellow
board members to be Association
Secretary!”*





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Objectives of Webinar

1. EFFECTIVE

2. COMPLIANCE WITH
FLORIDA STATUTES

3. EASY

Objectives of Webinar

1. Secretary – Role & Responsibilities
2. Tools of the Trade
3. Effective Meetings & Taking Minutes
4. Communicating Assoc. Business with Owners
5. Records Retention



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Secretary – Role & Responsibilities

Secretary is a Director and an Officer with Fiduciary responsibility to the membership. The details are spelled out in FL Statute 718.111

1. Keep Accurate & Organized Records
2. Write Meeting Agenda & Minutes
3. Send out Notices of Meetings
4. Keep the Community Informed and Updated

Tools of the Trade





Tools of the Trade



Google Docs



LibreOffice



Conducting Meetings & Taking Minutes

1. Conducting an **effective** Board Meeting



THE ONLY CURRENT AUTHORIZED EDITION *of the*
CLASSIC WORK ON PARLIAMENTARY PROCEDURE

ROBERT'S RULES OF ORDER

NEWLY REVISED



12TH EDITION

Henry M. Robert III,
Daniel H. Honemann, Thomas J. Balch,
Daniel E. Seabold, and Shmuel Gerber

... alternative effective Board Meeting

1. Notice and agenda posted publicly per your docs or Statutes
2. Secretary takes attendance and ensures quorum (50%+1 of board)
3. Meeting formally called to order by - Assoc. President
4. Stick to agenda
5. For each agenda item requiring board approval (usually spending), the item's sponsor should ask for a motion. Motion should be carefully worded to include the following:
 - Nature of the expenditure
 - Contractor selected from the various bids
 - Price not to exceed \$XXX – funds from Budgeted account” – eg. “Building Maintenance”
 - Project to be completed by “date”

... alternative effective Board Meeting

6. Motion should be *seconded* by another board member in order to be voted upon.
7. At this point, it is wise to open the floor, so each board member can comment, ask questions, seek clarification. During this process, the motion's sponsor may choose to withdraw the motion or refine it. And have the edited version *moved* and *seconded*. If there are owners present, they may ask questions (although they may not vote).
8. The board votes. The secretary records the "Yays", "Nays" and abstentions. Records if the motion was adopted or not – based on a simple majority of the votes cast. (Absentee board members may not vote).

Conducting Meetings & Taking Minutes

2. Posting **NOTICE** of Board Meeting

- Bulletin Board (mandatory)
- Newsletter
- NB: You may email notice to owner if you have written permission from the owner

NOTICE

Oxford W Board Meeting

Owners encouraged to attend

Monday, September 24, 2022

10:30am – 12:00pm

Location: ZOOM

AGENDA

1. Board will review proposed amendment to Declaration of Condominium: Section 9.1.6 “Seasonal Guest Occupancy”. The board will vote on whether or not to present the proposed amendment to the association’s membership for a vote.
2. A review of proposal to add a second Weber gas grille on the Oxford W patio.

TO JOIN ZOOM MEETING

<https://www.zoomzoomzoom.com>

Conducting Meetings & Taking Minutes

3. **Minutes** of Board Meeting



Minutes of Board Meeting

Oxford W Condominium Association, Inc.

Date: September 24, 2022 - 10:30 am

Location: Zoom

Meeting was called to order at 10:30 am by Alice Jones, President.

Roll Call of 2022 Directors:

Alice Jones	- Present
Bob Smith	- Present
Charles Bryant	- Present
Diane Kelly	- Present
Edward Donaldson	- Present
Faye Thompson	- Present
Gary Peters	- Present

A quorum of Directors was attained.

Also attending:

Helen Pratt Property Services Inc

16 owners were present (online) to observe the board meeting.

Business:

1. Call to order
2. Review of September 23, 2022 Board Meeting minutes
3. **Motion:** To approve the minutes of Sept. 23, 2022 Board Meeting. Moved by: D. Kelly, Seconded: B. Smith. Vote: 7-0 in favor. **Motion passed.**
4. Board reviewed a proposed amendment to the Declaration of Condominium: Section 9.1.6 "Seasonal Guest Occupancy". The purpose of the review was to determine if the amendment would be presented to Oxford W owners for an amendment vote at the annual meeting on December 19, 2022. During the meeting, the draft document was further amended by unanimous agreement of all 7 board members to reduce the number of seasonal guests from two (2) to one (1). See attachment for reference.
5. **Motion:** To accept proposed and amended 9.1.6 (Declarations) language for "Guest Occupancy" (1 seasonal guest), and to send the matter to owners for an amendment vote. It was also agreed that the names of yay and nay votes would be recorded. Moved by C. Bryant, 2nd by A. Jones. **Vote:** In favor: A. Jones, B. Smith, C. Bryant, D. Kelly, E. Donaldson, G. Peters. Opposed: F. Thompson. 6-1 in favor. **Motion carried.**

1. Motion: After a review of 3 competitive bids, a motion to purchase a second Weber Gas Grille (model xxx) for the Association's patio. To be purchased by Feb. 15th, 2023 at a cost no to exceed \$750.00. Moved by C. Bryant, 2nd by G. Peters. **Vote:** In favor: 3. Opposed: 4. **Motion defeated.**

Meeting was adjourned at 12:05pm by Diane Kelly, President

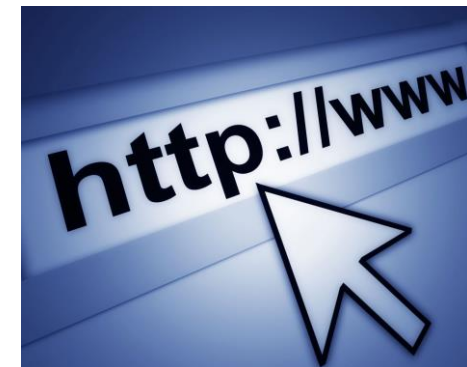
Minutes Recorded by E. Donaldson, Secretary

Edward Donaldson, Secretary Sept. 24, 2022 _____

Diane Kelly, President Sept. 24, 2022 _____

Communicating Association Business with Membership (owners)

1. Bulletin Board
2. Newsletter
3. Website



Records Retention

How long do we have to keep things?

Forever!

- Board Meeting Minutes

7 Years

- Annual Budgets
- Financial Reports
- Tax Filings

1 Year

- Ballots. Sign-in sheets. Proxies (Documents related to voting)



Records Retention

Minutes, Redacted Financials, other documents must be made available to unit owners within 5 working days of a written request.

Paper records should be stored in a secure location.

Some associations are moving away from paper files to digital records. Retained docs can be scanned and saved to PDF format and uploaded to cloud storage providers such as dropbox or sync.com or Amazon, google, etc.

Secretary should verify that the storage provider stores files in encrypted form, and provides login access for all board members

It is good business practice to have cloud data backed up daily to a 2nd encrypted storage location for redundancy.

Tools of the Trade – Cloud Storage



Records Retention – Other items

1. Copies of applicant interrogatories
2. Certificates of Approval
3. Owner Contact List (Home and Away addresses and phone numbers)
4. Permission to receive notice by email lists
5. Emergency “next of kin” contact information
6. Emotional Support / Service Animal records
7. Insurance Policies
8. Vendor contracts and bids
9. Official correspondence with owners
10. Copy of Governing Documents and Amendments

Post Webinar Contact

If you would like to receive (by email) templates of **meeting notices** or **minutes**, please send a message to Howard Silverstone at:

coocve@coocve.com

Also, follow up questions are always welcome.
Email me, or leave a message for me at COOCVE:

954-596-0775



Post Webinar Contact

A recorded copy of this Zoom seminar will be available shortly on our COOCVE website

<https://coocve.com>



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Thank you!