

Key Manor Condominium Association - Board of Directors Meeting

Date: 11/15/22 Minutes. Next meeting 1/17/22 due to holidays

Location: Key Manor North Meeting Room.

Meeting called to order by: President Mary Chapman at: 6:08 pm, 2nd by Secretary Tom Pearson

Minutes of 10/25/22 Not available. Will be read at 1/17/22 meeting

Members of the Board Present: President, Mary Chapman President. Kinga Sojka, Vice-President, outgoing VP Reinoldo Rodriguez, Tammy Hall, Secretary, Tom Pearson, Treasurer, Sheri Carter, Director via phone **Other Guests:** Walt McCanness, Andre Clarke, Matt Martin, Steve Koepsell, Jenny Kidd

Communications: Presidents Report: Is B103 Still military? Jenny still awaits answer. Mary asked for packet to be sent out earlier to board. Jenny will work on that in January. Treasurer Report: No serious delinquencies with exception of C105. All other invoices seem inline. Manager Report: Shingles came down after TS Nicole. Don't generally meet in December. Next meeting pushed out to 1/17/2022.

Unfinished Business:

Rules & Regs: Will send in Spanish and English once approved. Jenny to circle back to atty making sure everything board wants to vote on is in place.

Pipe cleaning and lining quotes: All in favor of LCS if completed. Would require special assessments to have this done and not run out of reserves. Must give 14 day notice for assessment. Kenga and/or Jenny will find if payment plans available. Hopefully can assess 1/3 of total for 3 months. Jenny to figure out exact number for Special Assessment each unit.

Minute Meetings: Are now on website

Pressure Washing: Waiting to be scheduled. All agreed once initial job completed to be on a 2-3 year maintenance schedule.

New business:

Lights in D hallway out and behind C: Jenny to contact someone for repair.

No parking lot police. Send complaints to Jenny and she will follow up. Suggests if we see suspicious vehicles to report immediately to SPPD.

Gutter Cleaning: Jenny & Kenga to obtain quotes for cleaning and redirecting. All agreed once initial job completed to be on an annual or biannual cleaning schedule. All in favor of up to \$5K for initial expense.

Lighting Issues: Kenga, Tom, Tammy, Andre and lighting person to make grounds check to determine what the suggestions might be for future discussion.

Annual, biannual or triannual maintenance for gutters and pressure washing still need to have a decision made, Mary suggested manhole 's checked on same schedule as well. Also mentioned was the chemical Wet & Forget to be applied to pressure washing areas in between formal maintenance, Need to make formal decision and vote.

Open Discussion: Matt's Coral Planter ok with all on board.

Motion to adjourn by: Mary Chapman. Seconded By: Tom Pearson. **Meeting Adjourned at:** 7:45 pm