

## 3/19/24 Key Manor Condominium Association Board of Directors Meeting

### Next Meeting 4/16/24 @ N. Meeting Room Key Manor

**Called to order:** @ 5:59 pm by Matt 2<sup>nd</sup> Kinga

**Location:** Key Manor N. Meeting Room

**In Attendance:** Kinga Sojka, President, Matt Martin, Vice President, Tammy Hall, Secretary, Tom Pearson, Treasurer, Scott from AmeriTech, Jake #203E, Dennis Cunningham, Mary Chapman

**Minutes of February 2024 Reading waived:** Approved by all.

#### **Officer/Manger Communications:**

VP – Has items to sell – old Key Manor Furnishings, Maint, Supplies etc. – All Agreed to have him post on Facebook Marketplace.

Treasurer – RE: Laundry income – No true breakdown available, unsure if correct, but it seems we are making money.

#### **New Business:**

- Renter/Roommate #203 E: Approval by all. Must have application approved by board – no lease required.
- Windows #101B: Approval by all for Bedrooms and Kitchen, Majority approval for sliders on back room ONLY. R&R will be updated for future requests to include all Patio windows must be sliders.
- Letter sent re: Puppy barking #A203.

#### **Unfinished Business**

- 6 month vs 12 month rental. Keep on Agenda for future consideration. Would take a lot to have this amendment to current rules.
- #A101 tenants – Scott to look in to - a lot of traffic and not sure who is actually living there
- Laundry Machines: All malfunctions corrected now. Keep current company, however, ask for new machines approved by all. Supposed to be replaced every 5 years? Scott to look in to obtaining copy of contract. Valves, Shut Off and Chutes being investigated further by Scott and Matt for the most cost-effective remedy.
- #E101 Tenant Issue – Need more evidence per atty. Per Scott, can't put lien on at this time – would not be payable until owner sells. Suggests writing letter to Owner re: fines. Water bill in discussions w/ City Atty.

#### **Open Discussion:**

- Emergency lights must be working, however no juice. Scott to have Handyman come look at issue.
- April should start every week lawncare. Hedges should be trimmed 1x per month. Scott will have Brad look at front of Bldg. G.
- Set Punchlist for Annual, Biannual Tri-Annual etc. ongoing upkeep. Motion to discuss in April Approved by all. **Add to April Agenda.**
- \$120 per Bldg for Wind Mitigation inspection. Many if not all expire this year. Gives discount on insurance. **Add to April Agenda.**
- Fertilizer and Bug kill to be arranged by Matt – all in approval.
- Kinga to find which other condo COA's have recently had Maint. Fees reduced – and how.
- RE: Quotes for Pipe Lining – We can get more quotes based on videos we have already purchased. Kinga will invite vendor to join meeting.
- Website – minutes not updated
- Violation Committee: Andre Clarke, Jake Newell & Mary Chapman

**Adjourned at:** 7:30pm – Motion by Kinga, 2<sup>nd</sup> by Tom