

9/23/25 Key Manor Condominium Association Board of Directors Meeting

Next Meeting 10/21/25 @ Key Manor N Meeting Room

Called to order: @ 6:00 by Matt, 2nd Tom

Location: Key Manor N. Meeting Room

In Attendance: Kinga Sojka, President; Walt McCanless, Vice President; Tammy Hall, Secretary; Tom Pearson, Treasurer; Matt Martin Director; Scott from AmeriTech; Matt from USI Roofing, Gabriella B105, Vlada B203

Minutes of last meeting reading waived: Approved by all.

Officer/Manager Communications:

- No Oct. budget meeting needed due to agreeance on Maint. Fee increase amount by all. Next meeting (10/21/25) to be held at Key manor as usual. USI Insurance to attend for presentation of quote(s).
- Scott brought good news! A101 paid in full. Scott will contact A201 with offer of repayment plan
- USI Roofing explained Pros and Cons of roof replacements. Brought Quote for Option 1 (\$500K +). Promised quote for option 2 by 10/21/25 meeting but cancelled due to scheduling conflict
- Tammy brought leaves piling up on N. Meeting room building again and it was discussed by others that bushes need to be trimmed off of all buildings. Scott to address with contractor.
- Tammy confirmed with Tom that we are not at full rental capacity and are open to applications at this time.
- Scott sending letter to D105 re: loud music heard often by many

New Business:

- FHA Approval for association – Tammy completed application to best of ability and provided information for completing/submitting via email. Scott to finish application and submit for processing.
- Flush mount lights for all buildings? Scott and Matt to meet with Mint Cleaning for quote to complete all work at once
- Gutters Downspouts – Scott to obtain 2 quotes as was not included in Gutter cleaning quote
- Sidewalk pressure cleaning. All agreed on ~\$1,800 quote and Scott will schedule job

Unfinished Business/Open Discussion:

- Laundry Machines –Letter Rcvd. 8/11/25 by CSC. Matt to put up notice to community not to load up CSC account on app, as we will be changing. Need time for exchange of machines to be completed.
- Landscape Improvements/Islands – Improvements behind Building E complete. Matt and Scott to discuss pricing for Islands with Mint Cleaning for quote to replace wood on islands. Brad may be a potential 2nd quote in Nov. when grass mowing goes to every two weeks.
- Roof bids – Need to discuss insurance requirements with Broker USI Insurance.
- Seal Quote bids – This project put on hold as roof work should be completed prior to any parking lot work.
- Pipe Lining – this project put on hold indefinitely as more pressing items to take care of first

Adjourned at: 7:24 pm – Motion by Tammy, 2nd by Tom