

8/19/25 Key Manor Condominium Association Board of Directors Meeting

Next Meeting 9/16/25

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

Location: Key Manor N. Meeting Room

In Attendance: Walt McCanless, Vice President, Tammy Hall, Secretary, Tom Pearson, Treasurer, Matt Martin Director, Scott from AmeriTech

Minutes of last meeting reading waived: Approved by all.

Officer/Manager Communications:

- Matt explained where hole in roof was damaged by a contractor. Can't do ask for fix/reimbursement without proof of who it was caused by
- Discussion was had over resealing vs repaving parking lots. It was determined squeegee resealing was what is needed at this time along with numbers repainted and restriping. Scott and Walt to obtain bids.
- Tom & Matt brought up gutter cleaning not being completed properly. All advised Scott not to pay bill until corrected. Scott reaching out to contractor.
- Tammy asked where to find how many years life in various projects. Scott advised to just ask him as he has spreadsheet.
- Scott to follow up regarding A201 repayment plan and A101 back maint. Fees still not paid. A101 Owner not yet served.
- Tom brought up irrigation charges/lawn maintenance. We are being charged for sprinkler repairs that are run over by lawn tractor, charged for many small tasks. Scott to address with contractor.
- **New Business:**
- FHA Approval for association – Tammy to look into application process
- Flush mount lights for all buildings? Last much longer and may be worth investment. Scott to obtain quotes.
- Gutters Downspouts – Scott to obtain 2 quotes as was not included in Gutter cleaning quote
- Discuss new proposed budget. Maint. Fees should be raised slightly higher than projected to help replenish reserves

Unfinished Business/Open Discussion:

- Laundry Machines – Wash will cost \$1.50 and dry \$1.00 with new company for "X" amount of years. Coin operated along with app, 40% profit share and no monthly fees. Scott to put up notice to community not to load up CSC account on app, as we will be changing. Tom will advise new company of option we chose and obtain proper contract for signing.
- Landscape Improvements/Islands – Matt asked Brad for quote to replace wood on islands in Nov. when grass mowing goes to every two weeks and Scott will ask for quote from Mint Cleaning. Landscaping behind Bldg E to be fixed.
- Fire Exit/Electrical wiring – All good from inspection. It was agreed that other small electrical jobs should be incorporated with any other large jobs in order to reduce pricing.
- Roof bids – Two bids so far, looking at insurance requirements and should know something soon per Scott.

Adjourned at: 6:55 pm – Motion by Tammy, 2nd by Matt