

7/15/25 Key Manor Condominium Association Board of Directors Meeting

Next Meeting 8/19/25

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

Location: Key Manor N. Meeting Room

In Attendance: Kinga Sojka, President, Walt McCanless, Vice President, Tammy Hall, Secretary, Tom Pearson, Treasurer, Scott from AmeriTech, Brian and Julianne (USI Insurance)

Minutes of last meeting reading waived: Approved by all.

Officer/Manager Communications:

- Tom mentioned delinquencies down to one. Scott to find who that person is working with on payment plan of special assessment.
- Walt spoke with Funeral Home director who says even though large tree limb that fell near building A belongs to their tree, he will not pay to have it removed per statute. We will need to pay \$200 (quote) to have removed – all agree to pay.
- Kinga has Stencils for parking lot numbers and will obtain quote to have the painting done on lot
- Scott says all Wind Mitigation Reports completed except for outbuildings which don't need them

New Business:

- Agent of Record Letter – all agree it should be signed so that USI may take over quoting our insurance
- Scott & Kinga to check for better pricing on Landscape Improvements (Timbers) and all agree we should move forward once best quote received
- Fire Warning Business - Still Pending
- Gutters – Clean and Reinforce – Scott to obtain 2 quotes

Unfinished Business/Open Discussion:

- Scott to obtain Roof Quotes/Inspections incl. Shed Type meeting rooms.
- All agree that 30 day notice of cancellation letter be sent to CSC and new Laundry vender put on notice that we will need their service in 30 days. If machines are not removed by CSC at the 30 day mark, we will store them in meeting room for pick up.

Adjourned at: 6:53 pm – Motion by Scott, 2nd by Kinga