

Board Meeting Minutes for  
Parkwood Square Building B  
Sept. 20<sup>th</sup>,2024

Meeting called to order at 4:00 P.M.

Board members in attendance: President Matt Doucette, V.P. Debra Arthur, Sec. Sandy Mayo

Certify Quorum

Proof of Notice of Meeting

Motion to approve prior meeting minutes as posted by Sandy Mayo, seconded by Debbie Arthur, motion passed.

Financial Report

Operating funds \$28,262.44

Reserves \$100,083.39

YTD Budgeted: \$151,521            YTD Expenses: \$153,171

Managers' Report

Roof repair needed at a cost of \$1,983. Also, elevator sump pump replaced costing \$2,600.

New board and association requirements explained. Copies were handed out.

## Old Business

Board Member Responsibilities updated and explained.

## New Business

- a. New bank has mailed out coupons for remainder of the year, with payments going in effect Sept. 27<sup>th</sup>.
- b. Updated forms for direct deposit should be in by above date.
- c. Case of Emergencies  
Pleas call EMTs for emergencies. Board members are not qualified to handle medical problems. It was suggested that those with chronic medical problems install a lock box on their door and registering the code with emergency services. This way they will have qualified assistance within minutes.

Open forum for residents

Motion to adjourn by Sandy Mayo, seconded by Debra Authur.

Meeting adjourned at 4:40

Next meeting TBA