

BOARD MEETING MINUTES
PARKWOOD SQUARE Building B
September 6, 2025

Meeting called to order at 10:02 P.M. by Barry Donaldson.

Board members in attendance: President Barry Donaldson, Vice President and Treasurer Karen Brown, Secretary Margaret Able; there were 9 other unit owners present.

Motion made by Karen to waive the reading of the prior meeting minutes as posted and seconded by Barry. Motion passed. Minutes for May 19, 2025 meeting accepted as posted.

AMERI-TECH COMMUNITY ASSOCIATION MANAGER'S REPORT

Report made by Gloria Reed

- July financials were sent out on 08-11-25.
- There have been no violations nor ARC requests.
- Applications to purchase were made and approved for units 107 and 204.
- The Annual Meeting and Budget Approval will be scheduled for December.
- Our Website has been updated. Please be sure to view it for new postings and to make work requests.
- Condo Board must have one more hour completed by the end of the year and Cinc training by Ameri-Tech.
- Reviewing concerns about unit 304.

FINANCIAL REPORT

Report by Karen Brown

Operating Funds \$24,864.89

Reserve Funds \$165,702.84

OLD BUSINESS

Carport Update: Carport is completed. It had to be brought up to code by drilling the posts 2 feet down in cement. Electrical repair is complete. The lighting is brighter on the replaced lights.

Submitting Work Orders: Please submit work orders via the website if you are having repair work done in your unit or need to request that we perform maintenance. You may also call Gloria Reed at Ameri-tech. Please remember to state the building name, unit number, and your phone number when leaving a message. That way if you need to access the electrical room or plan to turn off the water we can make plans for it. Remember turning off the water to your unit will impact at least 2 other units.

If you see maintenance that needs to be completed please submit a work order.

Do not make requests directly to Board members unless it is an **emergency**.

Board members are not paid. Please do not impose upon them.

Handling of Building Appliances: **Do not** turn off any laundry room appliances.

Do not turn off the hot water in laundry rooms. We almost incurred an expense trying to correct issues regarding the 3rd floor laundry room.

Spectrum Xumo / Internet: New contract has been established. Owners have contacted Spectrum to update service. Both cable and Internet service is paid via our HOA.

Windows & Doors - Cleaning Responsibilities: Everyone must keep their door front area clear of spider webs and debris and occasionally wipe down their window sills. If the unit next to you is unoccupied or needs assistance please help them out by doing what you can.

When using the laundry room please do what you can to maintain its appearance, by leaving machines clean and emptying trash can if full.

Floor Volunteers: Please volunteer to clean up the laundry rooms and common area on your floor by signing up. We noticed there were very few volunteers on the signup sheet.

Remember; We have chosen to forgo cleaning services to save money..

NEW BUSINESS

Fire alarm inspection report: Report showed the fire alarm pull near unit 111 needs to be replaced. We are in the process of getting it replaced. Costs estimated to be at least \$200.

While not listed in the report, we need to replace the exit sign in front of unit 211. It cannot be repaired. The front of the exit sign blew off during the 2024 hurricane.

Tree trimming: We don't think we can afford to ignore the need for trimming the trees. We have seen large branches falling during storms. We received one estimate of \$2,000. We will get additional estimates before proceeding.

Pressure washing sidewalks: This needs to be done on the first floor. We will be getting estimates to complete this.

Second floor walkway water leak: There is a common area walkway water leak on the second floor. This could cause structural problems. We will need to get this repaired.

Emergency / Next of Kin Contact: Emergency contact form is sent out each year with Annual Meeting Notice. Please make sure you complete and return the form each year. In light of recent events we are asking that everyone provide updated emergency/next of kin contact info. A few members provided the info during the meeting. Gloria said she will provide the Board with the info each year after it is received. One member suggested that in addition to this that we could leave this info on our refrigerators.

Unit access: It is time for us to check that we have keys or access codes for all units on file. These are needed for emergencies. We only access a unit only in case of an emergency. We will be coming around door to door to check the keys/access codes we have on file. If you have changed your locks/access codes please provide us with the new key/access code.

Wind Mitigation: A new Wind Mitigation Report has been completed and can be found on our website.

Gutter Leaks: We are aware of the continuing issue with the gutters leaking. We have been working with vendors to try to stop the leaks without success. The vendor that installed them is no longer responding. Barry and Matt are going to try a remedy using silicone. Hopefully this will remedy the problem.

Unit 204: Sold to Sherri Gallagher. This will not be her permanent residence. She will visit from time to time.

Unit 304: The owner recently passed away and was found in the unit. The next of kin has contacted us but has not become the official owner. Costs associated with the cleanup have been assigned to the unit. Payments are not being made

for this unit. Next of kin is getting an account statement each month. We will look into placing a lien on the unit to ensure we will recoup expenses/past due balance.

Fall Community Mixer: We would like to have a community mixer with Building A owners when the weather gets better. This will help us get to know each other and will foster a better relationship.

Plant care: Please remember all potted plants are the responsibility of the unit owner. Please water and take care of them. If severe storms are predicted, you must move your plants inside your unit.

Plant committee: If you would like to become a member of the plant committee, please let Barry know.

Dog-walking responsibilities: Please pick-up after your dog. It is the law. This is becoming an issue. We realized that it is not always our owners who are walking dogs on our property. We may need to post signs.

OPEN FORUM

Questions/concerns:

- The need for bug lights in walkways and brighter lights in breezeways. We will take this concern under advisement.
- Unit Owner 107 is not getting emails. Gloria said she will make sure this relatively new owner is added to the distribution list.
- What is the login info for the website? Gloria will have an email sent out with the login info to all owners.
- Parking spaces are being sold to other members. How do the new owners for the unit have a parking space? We will take this concern under advisement.
- Postal deliveries are going awry. Deliveries and mail are being made to the wrong address. Building A needs to update signage on their building for postal delivery. We will take this under advisement.
- Lawn service is not doing a good job. Skipping cutting the lawn and not doing a quality job. We will take this under advisement.

- How do we access the roof when having A/C work done? There is no need to call for access to the roof. The repair company must provide their own ladder. The access is found on the 3rd floor in front of the laundry room and is not locked. **You must stress to the repair person that they must pull and close the latch to the roof once they are done.** Please put in a work order so we are aware of the upcoming repair.
- Discussion was had about the walkway railings needing repair because they are not safe. Railings are safe; they are meant to be a hand railing not for leaning over.

ADJOURNMENT

Meeting was adjourned at 11:03 P.M.