



April 2022 Condo Board Meeting Minutes

Met on April 13, 2022 at the offices of Hudson, Jones, Jaywork & Fisher in Dover --

Attendees: Ron Moore (council president), James Flood (council treasurer), Ian Gronau (council secretary), Cheryl Killen (council member), Kathy Fletcher (council member), Pamela Cluster (council member), Jade Graham (council member)

Guests: Justina Comer (property manager) and Terry Jaywork

- Meeting called to order at 6:01 pm
- Agenda adopted unanimously
- March minutes unanimously approved
- Mr. Gronau volunteered to fill the role of council secretary. He was appointed via unanimous vote.
- Council inventoried committees. Two committees currently serve: The Cleaning Committee (charged with monitoring the cleaning of the condo's common areas) and The Landscaping Committee (charged with monitoring the work of landscapers on site). The Cleaning Committee currently consists of Ms. Fletcher and Ms. Killen. The Landscaping Committee has only Ms. Cluster on it.
- Council heard from resident Jade Graham on her interest in the vacant seat. She was appointed to the role by a majority vote (4 ayes and 2 nays).
- Landscaping contract awarded to Lee's Landscaping via unanimous vote. Mr. Jaywork volunteered to alert the bidding contractors of the outcome and connect Lee's Landscaping to Ms. Comer. She will instruct the contractor to begin work immediately.
- Hallway cleaning contract was awarded to Mr. Moore (no relation to council president) via unanimous vote. Ms. Comer was instructed to get the existing cleaning contract to the Cleaning Committee so it can be amended to include a clause that will allow the council or contractor to terminate it for any reason within the first 60 days. The Cleaning Committee will find out when Mr. Moore can begin work, and advise Ms. Comer. Once Ms. Comer has this date, she will inform the current contractor that it will be her last day. The Council also unanimously agreed to instruct Mr. Moore to begin his service with a "deep clean" of all hallways – quoted at \$300.
- Mr. Flood volunteered to fill the role of council Treasurer. He was appointed via unanimous vote.
- Ms. Cluster and Ms. Fletcher volunteered as check signers. Council president and manager will work to effect this change.
- Bulk pickup issues discussed, no action taken.
- Council decided via unanimous vote to locate a "handyman" and alert residents by Friday, April 15th, that they can either pay this contractor's rate or make their own arrangements for AC

cover removal. Mr. Jaywork will draft this notification letter. Mr. Jaywork collaborate with Ms. Fletcher to post the notification in all the buildings' hallways.

- Council agreed via unanimous vote to explore the possibility of replacing all key fob locks and security systems on entry doors with standard locking doors. Mr. Gronau volunteered to obtain up to three bids for the work.
- Several concerns were raised about property management including office hours, a perpetually full voicemail box, timely replies and providing documents to parties required for condo sales. Further discussion of the issue was tabled pending developments.
- Council decided via unanimous vote to examine mold issues further in Ivy Hall. Mr. Gronau volunteered to obtain up to three quotes for an evaluation by a mold remediation professional.
- Meeting adjourned at 8:24pm, Order of the Day