

Castle #5 Condominium, Inc

BOARD MEMBER MEETING
SATURDAY AUGUST 23RD, 2025
LOBBY AREA/ZOOM
1:00 P.M.

Board members present, Vaughn - President, Marlo-VP, Jamillah- Secretary
Meeting began at 1:12pm

The board meeting discussed establishing current board members as new management is in place. USA Management took over as of August 15th 2025 and was informed the previous president resigned but remaining members still remained. Motion was made to establish positions, Vaughn as president, Marlo as vice president, Jamillah as secretary, Peter as treasurer, all in favor. Key points included call box replacement, key access, owner contact information, pest control, janitorial maintenance, plumbing issues, building exterior hazards, expired fire extinguishers/alarm systems, security cameras, financials and insurance renewal which may require roof replacement/repairs. The building requires 50 yr Recertification and the elevator certificate is expired.

Next Steps: A new call box/service was ordered from Swiftlane and will require an electrician for installation, it's expected arrive 2nd week of September. Monthly fee will apply. Also, a quote for a key fob access to main entry/exit points is being obtained.

Maravila has sent in their estimate for janitorial services twice a week. Association will provide cleaning supplies. Rate is \$500monthly due on the first. A contract will be obtained.

Clubhouse President considered a 10% lump sum payment with the regular payment. Then after that an additional \$500 to our regular payment to help clear the remaining balance. We are open to other options if they present themselves.

Storage spaces need to be audited to ensure every unit has an assigned spot. We do have an office that currently has personal effects of former President and need reorganized. Secretary Jamillah Peters has the printer in her unit given to her by Roy.

Grace Roofing and Tiger Team Roofing will inspect the roof as a proactive measure for the upcoming budget requirements.

Owners were provided Association webpage to Association documents and information. Owner who attended meeting provided contact information for management company. Next meeting is scheduled in the Association Clubhouse September 25th, 2025 at 7:00PM.

Meeting adjourned 1:52pm