

Castle Gardens 2 Condominium
Board of Directors Meeting Minutes
September 25th, 2025

Paul Shapiro of USA Management called the meeting to order at 5:30 p.m.

Roll call: Cherianna Brown, Ray Reyes, Patrice Allen and Patricia Tobin. A quorum was established

Reading of the unapproved minutes:

Patrice moved to approve the March 12th, 2025 minutes. Seconded by Patricia. Vote 4 - 0. Approved

Financial review:

As of August 31st, 2025 the Operating balance was \$16,058.00 and the Reserve balance was \$21,100.00

Old Business:

Cheriana reviewed the carpet cleaning proposals:

Stanley Steamer:	\$1,745.37
Classic Commercial Services:	\$1,251.47 (Includes stain protection)
Classic Commercial Services:	\$ 801.00

Cheriana moved to approve Classic Commercial Services for \$1,251.47. Seconded by Ray. Vote: 4 - 0. Approved.

Discussion regarding the janitorial service. No change.

The building tax has been paid.

Elevator door lock mechanism requirement: Pending the proposal from Mainco.

Pressure cleaning and painting the 3 stair cases:

The Board received a quote for \$400.00. Additional quotes will be secured.

The 3rd floor tiles have been replaced.

CSC Service Works received the non-renewal notice to cancel the laundry contract.

Unit owners who do not provide the Board of Directors unit keys will be responsible for locksmith charges for emergency entry.

Adjournment:

Cherianna moved to adjourn. Seconded by Patricia. Vote: 4 - 0. Approved.

The meeting was adjourned at 6:26 p.m.

USA Management
Unapproved Minutes