

**Gardenia Terrace Condominium Association
Special Assessment Meeting Minutes
March 27th, 2024**

Paul Shapiro of USA Management called the meeting to order at 5:00 p.m.

Roll call: Scott Caske, Gary Lemerise, Jackie Higgins and Kristine Scelfo.
A quorum was established.

Paul Presented the Affidavit of mailing and posting.

Review of roof proposals:

The Board received numerous roof replacement proposals and recommended Evans Roofing. Evans Roofing will remove the existing roof and will install a .32 gauge silver metallic gray metal roof for \$141,950.00. Jackie Higgins did complete investigation of all of the companies who submitted roof proposals and Evans Roofing had the best recommendations and the best price.

Vote to approve Evans Roofing:

Kristine moved to approve Evans Roofing. Seconded by Scott. Vote: 4 - 0. Approved.

Vote to approve a Special Assessment:

The Board discussed additional unforeseen expenses which may be incurred for the roof replacement.

Gary moved to approve a \$150,000.00 Special Assessment, \$12,500.00 per unit, due in full on April 15th, 2024, or may be paid in three (3) payments in the amount of \$4,166.67, due on April 15th, 2024, May 15th, 2024 and June 15th, 2024. Seconded by Scott. Vote: 4 - 0. Approved.

Payment Instructions:

Please make your check(s) payable to Gardenia Terrace Condominium, indicate Special Assessment in the Memo of your check(s) and mail to:

USA Management
9000 Sheridan Street #166
Pembroke Pines, FL 33024

For information regarding Gardenia Terrace Condominium please go on line to your webpage at:

myusaservices.com/gardenia

Adjournment: Scott moved to adjourn. Seconded by Gary.
The meeting was adjourned at 5:25 p.m.

USA Management
March 29th, 2024