

Castle Gardens 2 Condominium
Board of Directors Meeting Minutes
January 21st 2025

Ruby Bowman of USA Management called the meeting to order at 5:35 p.m.

Roll call: Cherianna Brown Phillips, Johanne Raymond, and Patricia Allen.
A quorum was established .

Ruby Bowman of USA Management introduced herself to members as an additional resource and point of contact.

Old Business:

Discussed regarding the roof replacement and the bank loan that was not included on the 2025 Approved Budget. The final certificate of inspection is needed for the roof. A special assessment will be required in order to fund the bank loan. A Special Assessment and payment terms will be approved by the Board of Directors. Cherianna will provide loan repayment details.

Cherianna will obtain quotes for cleaning the hallway carpets and pest control. Cherianna will verify if termites are included in the Terminix contract.

Members agreed to Paint needed areas themselves as a collective.

Discussion regarding unit 206 illegally using the hallway electric for her unit.
USA Management will send a cease and desist letter.

Unit 301 gave renter a 2 month notice which expires 3/30/25 and is seeking to sell unit.

New business discussed.

Discussion regarding the laundry rooms ventilation systems that needs to be checked for condensation. Ruby to obtain the laundry contract details.

TV monitor to display recycling details. Recycle bins will be added.

Discussion regarding unit 202 has an unscreened occupant who just had a baby.
USA Management will send a letter requesting an application.

The tile in the Penthouse will be repaired by Mr. Brown.

A Wind Migration report is requested and final certificate for roof repairs.

Adjournment:

Cherianna moved to adjourn. Seconded by Patricia.
The meeting adjourned at 6:21pm.

USA Management
Unapproved Minutes