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# BARDEN WOODS CONDOMINIUM (PHASE 1)

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DATE: October 14, 2025  
TO: Board of Directors  
CC: Jill Cubba, Sue Kracht and Kim Lobdell  
FROM: Barb Fioravante, Secretary  
SUBJECT: Board Meeting Minutes – October 2024

CALL TO ORDER: 4:01 PM

## ATTENDANCE:

Board Members: Mollie Proctor  
Barb Fioravante  
Karen DeFiore  
MCM Management: Jill A. Cubba

## APPROVAL OF MINUTES:

### SEPTEMBER MEETING MINUTES

- Motion to approve Minutes of September Meeting on 9/26/24 subject to revision noted under Co-owner Hearings
- Motion By: Mollie Proctor
- Second By: Karen DeFiore
- Vote: Motion passed by unanimous consent with none opposed
- Result: Minutes of September Board Meeting approved for entry into the Association records

## FINANCIAL REPORT:

### FINANCIAL STATEMENTS

- Prior to Board Meeting, MCM submitted July and August Financial Statements and Paid Invoices by email
- Board reviewed September Financial Statements including Balance Sheet, Statement of Revenues and Expenses and Cash Disbursement Report as of 9/30/24, along with Cash Disbursement for October as of 10/14/24

ASSOCIATION BALANCES	<u>AS OF 10/14/24</u>	RESERVE REQUIREMENT	<u>AS OF 10/14/24</u>
General Operating Account	\$ 52,197.23	Annual Association Income	\$130,772.00
Capital Reserve Account	\$ 26,010.20	Capital Reserve Fund	26,010.20
Roof Reserve Account	\$ 4,503.95	10% Minimum Reserve	<u>13,077.00</u>
Shared Reserve	\$ 1,697.50	Available Funds	\$ 12,933.20
Limited Common – Bldg. D	\$ 483.57		
Limited Common – Bldg. F	\$ 341.89		
Assessment Account	<u>\$ 1,106.08</u>		
Total Association Funds	\$ 86,340.42		

### TRANSFER TO RESERVE

- Motion to transfer \$18,000.00 from General Operating to Capital Reserve
- Motion By: Mollie Proctor
- Second By: Karen DeFiore
- Vote: Motion passed by unanimous consent with none opposed

## OLD BUSINESS:

### STRUCTURAL REPAIR (GARAGE E)

- Total project cost for Garage Structural Repair from Precision Foundation Systems was \$67,847.00
- After crediting payment of \$49,030.00, the remaining balance due is \$18,817.00
- Motion to issue final payment of \$18,817.00 from capital

- Motion By: Mollie Proctor
- Second By: Barb Fioravante
- Vote: Motion passed by unanimous consent with none opposed

#### CLOSE ASSESSMENT ACCOUNT (GARAGE E)

- Motion to close out Additional Assessment Account and transfer remaining balance into Capital Reserve
- Motion By: Barb Fioravante
- Second By: Mollie Proctor
- Vote: Motion passed by unanimous consent with none opposed

#### GARAGE TRIM REPAIR

- Marty Gerloff (Independent Contractor) completed trim repair on Garage E for a total cost of \$225.00
- Mollie Proctor will submit paid receipt for reimbursement
- Charge to Garage Structural Repair under Capital Reserve Expenses

#### ROOF REPAIR (GARAGE E)

- Board affirmed approval to proceed with Roof Repairs to Garage E by All Pro Home Improvement for \$3,950.00
- John Williams is willing to accept payment over time in installments
- Mollie Proctor to call Mr. Williams to authorize repairs, schedule work and discuss payment terms

#### SNOW REMOVAL

- Motion to issue payment of \$7,550.00 to Myers Landscape for first installment of Snow Service Contract
- Motion By: Karen DeFiore
- Second By: Barb Fioravante
- Vote: Motion passed by unanimous consent

#### MAINTENANCE REPORT:

##### STEP REPLACEMENT (227 BARBOUR)

- Board awaiting a proposal from mason referred by Precision Foundation for replace of front step at 227 Barden

#### NEW BUSINESS:

##### INSURANCE RENEWAL

- Mollie Proctor and Stephanie Zack signed insurance renewal forms with corrections noted
- Coverage was bound by McCredie Insurance pursuant to Board approval

##### FALL CLEAN-UP

- Seasonal contract with Phoenix Landscape Services includes one (1) fall service in November
- In the past, Association has two (2) fall clean-ups performed
- When bidding out seasonal services for 2025, Board may seek pricing for two (2) fall clean-ups

##### HYDRO-JETTING

- Board affirmed authorization for Plumber's Service to perform vactor analysis for \$290.00 on 10/15/25
- Plumber's Service will determine if vactor service (\$1,095.00) is necessary or just hydro jetting for \$950.00

#### BUDGET PLANNING

##### RESERVE EXPENSES

- Tree Trimming / Removal
- Asphalt Repairs / Sealcoating
- Grading (Buildings E and F)
- Catch Basin / Storm Drain Cleaning

ADJOURNMENT: 6:30 PM

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## MEETING SCHEDULE

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### BUDGET MEETING

Date: November 1, 2024  
Time: 3:00 PM  
Location: Zoom Meeting  
Hosted By: Jill A. Cubba (MCM)  
Meeting ID: 382 500 8753

### NOVEMBER MEETING:

Date: November 21, 2024  
Time: 4:00 PM  
Location: Zoom Meeting  
Hosted By: Jill A. Cubba (MCM)  
Meeting ID: 382 500 8753