
BARDEN WOODS CONDOMINIUM (PHASE 1)

DATE: July 23, 2025
TO: Board of Directors
CC: Jill Cubba, Sue Kracht and Kim Lobdell (MCM)
FROM: Barb Fioravante (Secretary)
SUBJECT: Board Meeting Minutes – July 2025

CALL TO ORDER: 4:04 PM

ATTENDANCE:

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

Co-Owner: Al Katz

APPROVAL OF MINUTES:

JUNE MEETING MINUTES

- Motion to approve Minutes of June Meeting on 6/11/25 subject to correction noted under Tree Services
- Motion By: Mollie Proctor
- Second By: Barb Fioravante
- Vote: Motion passed by unanimous consent with none opposed
- Result: Minutes of June Board Meeting approved for entry into the Association records

SPECIAL BOARD MEETING

- Motion to approve Minutes of Special Board Meeting on 7/15/25 as submitted by Barb Fioravante (Secretary)
- Motion By: Mollie Proctor
- Second By: Barb Fioravante
- Vote: Motion passed by unanimous consent with none opposed
- Result: Minutes of Special Board Meeting approved for entry into the Association records

JOINT BOARD MEETING

- Directors reviewed draft Minutes of Joint Board Meeting as prepared by Jill A. Cubba (MCM)
- Board suggested added a section for Insurance Renewal
- Jill A. Cubba will circulate working draft to all six (6) Directors and Sheri Kay (Premier Management)
- All Directors will have an opportunity to revise or amend as appropriate

FINANCIAL REPORT:

ASSOCIATION BALANCES	<u>AS 6/30/25</u>	RESERVE REQUIREMENT	<u>AS OF 6/30/25</u>
General Operating Account	\$ 58,975.48	Annual Association Income	\$130,772.00
Shared Reserve	\$ 1,700.07	Capital Reserve Fund	17,439.21
Additional Assessment Account	\$ 27,696.99	10% Minimum Reserve	<u>13,177.20</u>
Capital Reserve Account	\$ 11,441.68	Available Funds	\$ 4,262.01
Roof Reserve Account	\$ 4,560.62		
Limited Common – Bldg. D	\$ 586.91		
Limited Common – Bldg. F	<u>\$ 733.06</u>		
Total Association Funds	\$105,694.81		

FINANCIAL STATEMENTS

- MCM submitted preliminary June Financial Statements including Balance Sheet, Statement of Revenues and Expenses and Cash Disbursement Report as of 6/30/25
- In addition, MCM also included a Cash Disbursement Report for June as of 6/11/25

ADDITIONAL ASSESSMENT

- On 2/28/25, Association declared an Additional Assessment for \$60,000.00, which is payable in six (6) installments from April 1, 2025 to September 1, 2025
- As of 6/30/25, Association collected \$41,990.00 and deposited monies into a separate Assessment Account

OLD BUSINESS:

TREE SERVICES

- Association paid J.H. Hart total of \$14,300.00 from Additional Assessment Account
- Following tree services were performed for Phase 2 for a total cost of \$1,300.00:
 - Removed tree behind Building G
 - Trimmed trees along Barden Court across from Buildings H and J
 - Ground Stump
- Mollie Proctor to supply site map with location of tree services by J.H. Hart Urban Forestry
- Phase 2 to reimburse Phase 1 for \$1,300.00
- Jill A. Cubba to create invoice and forward to Ken Smith, Sheri Kay and Barden Woods 1

TUCK-POINTING

- Associational paid a total of \$20,000.00 to Modern Brick from Capital Reserve Fund

ASPHALT REPAIR

- Board deferred decision on asphalt until the fall
- Only proposals received thus far are:
 - ABC Parking Lot \$21,400.00
 - A & R Sealcoating \$19,000.00
- As of July, Board still awaiting on updated proposal Ash-Con Pavement Maintenance

CLEANING SERVICES

- Board approved hiring of Emily Price for cleaning of common hallways in Buildings D and F
- Charge of \$50.00 for vacuuming and dusting both hallways in Building D and F once a month

NEW BUSINESS:

JOINT MEETING (BW1 / BW2)

- Summary of Action Items:
 - Minutes of Joint Session at 2025 Annual Meeting
 - Review and Approve Minutes of Joint Meeting
 - Mollie Proctor to update Board of Directors Roster
 - Karen DeFiore and Ken Smith to prepare Draft Shared Budget
 - Phase 2 to send approved Meeting Minutes to Barb Fioravante to posting on website
 - Mollie Proctor to send copy of Engineering Report with Recommendations
 - Board agreed to established Shared Google Drive for Barden Woods Condominium Association
 - Mollie Proctor, Sheri Kay and Jill Cubba to work on insurance renewal proposals

ROOF / GUTTER ISSUES

- Work order issued to All Pro Home Improvement for the following:
 - Downspout at 26 Barbour Lane

- Garage at Building D
- Water in Garage for Building B

LANDSCAPE REVIEW (MYERS LANDSCAPE)

- Board reviewed weeding and bed maintenance provisions in contract with Myers Landscape
- Myers Landscape charges \$100.00 per visit for bi-monthly bed care
- Board questioned performance of weeding
- Karen DeFiore will confirm scope of services and building areas
- Ms. DeFiore will request an onsite visit with Joe Myers to review services

FERTILIZATION (CONTENDER'S)

- Contender's Tree & Lawn Specialists will treat bush between Buildings E and F, along crab grass by walkway to garages (Buildings B and C)

MODIFICATION REQUESTS (J. RAFTER)

- Joan Rafter reported a leak with hot and cold supply lines to bathroom on second floor
- Mollie Proctor and Jill Cubba visited Ms. Rafter on 7/15/25 and explained Co-owner responsibility based on Master Deed, Bylaws and Subdivision Drawings
- Ms. Rafter submitted Modification Request and Agreement for Board approval

ADJOURNMENT: 6:31 PM