
BARDEN WOODS CONDOMINIUM (PHASE 1)

DATE: May 21, 2025
TO: Board of Directors
CC: Jill Cubba, Sue Kracht and Kim Lobdell (MCM)
FROM: Barb Fioravante (Secretary)
SUBJECT: Board Meeting Minutes – May 2025

CALL TO ORDER: 4:19 PM

ATTENDANCE:

Board Members: Mollie Proctor
Barb Fioravante
Karen DeFiore

MCM Management:
Jill A. Cubba

APPROVAL OF MINUTES:

APRIL MEETING MINUTES

- Motion to approve Minutes of April Meeting on 4/23/25 as drafted by Barb Fioravante (Secretary)
- Motion By: Mollie Proctor
- Second By: Barb Fioravante
- Vote: Motion passed by unanimous consent with none opposed
- Result: Minutes of April Board Meeting approved for entry into the Association records

FINANCIAL REPORT:

ASSOCIATION BALANCES	<u>AS OF 4/30/25</u>	RESERVE REQUIREMENT	<u>AS OF 4/30/25</u>
General Operating Account	\$ 56,719.63	Annual Association Income	\$130,772.00
Shared Reserve	\$ 1,699.58	Capital Reserve Fund	16,426.76
Additional Assessment Account	\$ 11,936.44	10% Minimum Reserve	<u>13,177.20</u>
Capital Reserve Account	\$ 16,436.76	Available Funds	\$ 3,249.56
Roof Reserve Account	\$ 3,559.47		
Limited Common – Bldg. D	\$ 378.94		
Limited Common – Bldg. F	<u>\$ 691.35</u>		
Total Association Funds	\$ 91,413.17		

FINANCIAL STATEMENTS

- MCM submitted preliminary April Financial Statements including Balance Sheet, Statement of Revenues and Expenses and Cash Disbursement Report as of 4/30/25
- In addition, MCM also included a Cash Disbursement Report for April as of 3/12/25

INSURANCE EXPENSE

- Motion to add GL Line Items under 626000 – General Liability Insurance and 626002 – Umbrella / D & O / Workers Comp to separate respective charges of Phases 1 and 2

- Motion By: Mollie Proctor
- Second By: Karen DeFiore
- Vote: Motion passed by unanimous consent with none opposed
- Kim Lobdell to review accounting system and determine if separation of insurance expenses for Phases 1 and 2 is feasible and could be shown on May Financial Statements

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 5/21/25, Association collected \$31,459.00 and deposited monies into a separate Assessment Account

OLD BUSINESS:

ASPHALT REPAIR

- Board is seeking asphalt bids from multiple companies, including Ash-Con Pavement Maintenance, ABC Parking Lot and A & R Sealcoating
- A & R Sealcoating is due onsite next week for evaluation of asphalt surfaces and bid preparation
- Board deferred decision on asphalt until next meeting on 6/11/25

TREE SERVICES

- J. Hart Forestry quoted a rate of \$2,600.00 per day for tree services as needed throughout community
- Board affirmed decision to proceed with trees services by J. Hart Forestry for the daily rate as proposed
- On 5/16/25, Mollie Proctor (President) e-signed the contract with J. Hart Forestry and authorized work
- Mollie Proctor issued a deposit of \$100.00 to J. Hart Forestry pursuant to contract terms
- Ms. Proctor will submit a paid receipt for reimbursement of \$100.00 from the Additional Assessment Account

TUCK-POINTING

- Board received masonry and tuck-pointing proposals from the following companies:
 - Brickheads Masonry Specialists \$77,500.00
 - The Brick Guys \$29,900.00
 - Modern Brick \$23,000.00
- Karen DeFiore will contact Modern Brick to narrow scope of work to focus upon highest priorities
- Board deferred decision on tuck-pointing until next meeting on 6/11/25

NEW BUSINESS:

REMOVAL OF DEAD BOXWOODS

- Mollie Proctor reported removal of dead boxwoods in front of 18 and 22 Barbour Lane
- Board is currently searching for replacement materials (either boxwoods or flowering hedges)

PLANTING RHODODENDRONS

- Karen DeFiore purchased rhododendrons from Menard's for planting at 2 and 18 Barbour Lane
- On 5/19/225, Association issued reimbursement of \$185.45 to Karen DeFiore for this expense

MULCH (MYERS LANDSCAPE)

- Joe Myers (Myers Landscape) started installing mulch in front of Buildings A – E
- Myers Landscape will deliver additional mulch (12 Yards / Load) next week

COMMUNITY BEAUTIFICATION DAY

- On 5/17/25, the Directors focused on community beautification and other Co-owners joined in

ANNUAL MEETING PREPARATION

- Directors may conduct a brief meeting to prepare Association Report in advance of Annual Meeting
- Jill Cubba will prepare a Financial Report based on Association's Financial Position as of 4/30/25
- Sue Kracht to bring extra copies of Association forms to Annual Meeting
- Board will review Association Forms and Community Reminders during Association Report

ADJOURNMENT: 6:34 PM