

RECORD OF PROCEEDINGS

Minutes of a Regular Meeting of the Board of Managers of the Springs Condominium Association Thursday, August 11, 2022

This regular meeting of the Board of Managers of the Springs Condominium Association was held in person on Thursday, August 11, 2022 at 6:45 p.m.

Attendance:

The following Managers were present:

Melanie Hermes
Christine Gazda
Shawn Gillespie
Barbara Mason
Amy Mathesius

Call to Order and Declaration of a Quorum:

Manager Hermes called the meeting to order at 6:45 p.m. and it was noted that a quorum of the Board was present.

Minutes – August 7, 2022:

Manager Gazda moved to approve the minutes of the August 7, 2022 Annual Owners' Meeting. Upon second by Manager Gillespie, vote was taken and motion carried unanimously.

New Board Member Education:

Managers Hermes and Gazda briefly explained to the new Board members the level of commitment required, fiduciary duties to the Association, and conflicts of interest. Manager Hermes moved to accept the responsibilities explicitly outlined in the meeting agenda. Upon second by Manager Gillespie, vote was taken and motion carried unanimously.

Election of Officers:

Manager Hermes explained the officer roles and their respective responsibilities as outlined in the Association's Bylaws. Manager Gazda nominated Manager Hermes to be the new Board President. Upon second by Manager Gillespie, vote was taken and motion carried 4-1, with Manager Mathesius dissenting. Manager Mason nominated Manager Gazda to be the new Board Vice President. Upon second by Manager Gillespie, vote was taken and motion carried unanimously. Manager Hermes nominated Manager Gazda to concurrently serve as Board Secretary. Upon second by Manager Mason, vote was taken and motion carried unanimously. Discussion was had about the role of Treasurer. Manager Hermes moved to leave the role open and ask that the Board, as a whole, share such responsibilities. Upon second by Manager Gazda, vote was taken and motion carried unanimously.

2022 Budget:

Manager Hermes moved to table review and approval of the 2022 Budget, as prepared by Crystal Property Management, until such time when the Board has reviewed all relevant financial documents and contracts to make an informed decision. Upon second by Manager Gazda, vote was taken and motion carried unanimously.

Existing Contracts:

Manager Hermes moved to send a formal letter to Crystal Property Management, on behalf of the Board, requesting all financial documents, statements, tax returns, invoices, receipts, profit and loss statements, and any other financial or tax records required to be kept by law for the last five (5) years to be provided within ten (10) business days. Discussion was had about the purpose of the letter and the need for adequate information to review and approve the Association's budget. Upon second by Manager Mason, vote was taken and motion carried 4-0-1, with Manager Mathesius abstaining.

Manager Gazda moved to send out a Request for Proposal to other property management companies in the area for consideration by the Board. Upon second by Manager Gillespie, vote was taken and motion carried 4-1, with Manager Mathesius dissenting.

Manager Hermes moved to place all services provided by Sanctuary Landscaping on hold until such services are needed, as determined by the Board. Upon second by Manager Gillespie, vote was taken and motion was not carried 2-3.

Manager Gazda moved to terminate the Association's contract with Sanctuary Landscaping with thirty (30) days' notice and direct Crystal Property Management to make final payments for any outstanding, after review of such invoices by the Board. Upon second by Manager Gillespie, vote was taken and motion was carried 4-1, with Manager Hermes dissenting.

Manager Hermes moved to table the painting project accepted by the previous Board, with the exception that recent repairs will be primed and sealed before winter. Upon second by Manager Gillespie, vote was taken and motion was carried 4-1, with Manager Mathesius dissenting.

Manager Gazda moved to terminate the Association's contract with the snow removal company, if such contract exists, and direct Crystal Property Management to send a Request for Proposal to other such companies for the purpose of contracting for the 2022-2023 winter season. Upon second by Manager Hermes, vote was taken and motion was carried 4-1, with Manager Mathesius dissenting.

Formation of Committees:

Manager Gazda moved to table this agenda item due to time constraints. Upon second by Manager Mason, vote was taken and motion carried unanimously.

Adjournment:

There being no further business to come before the Board, the meeting was adjourned at 9:16 p.m.

Approved by SCA Board 08/31/2022


