

PEMBRIDGE C CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS – MEETING MINUTES

Date: March 18, 2023

Time: Approximately 10:00-11:28 am

Attendees: Directors: Frank Prazenica, Chuck Knapp, Evelyn McCosker and Lois Sherry,

Unit Owners and Residents

I. Call Meeting to Order

The meeting was called to order by the President, Frank Prazenica.

II. Roll Call

Roll call was accepted with Directors, Frank Prazenica, Chuck Knapp, Evelyn McCosker and Lois Sherry recognized as present. Lynn Seffren was absent.

III. Certify Notice of Meeting and Quorum

Notice of Meeting and Quorum were accepted.

IV. Read or waive the Minutes of the last Annual Meeting

The Directors waived the reading of the minutes for the December 6, 2022 meetings. The directors were provided copies of the minutes. It was motioned and second for approval. When the motion was questioned, the minutes were asked to be amended to reflect the signatures for the South State Bank Loan. Treasurer, Lynn Seffren and Secretary, Evelyn McCosker were added as the signatures for the loan. All directors voted and accepted the minutes and the amended signatures.

V. Report of Officers:

President, Frank Prazenica, reported that 3 CD's were purchased, two from NY Community Bank for \$55,091.61 and \$24,521.52 at an Annual Percentage Yield at 4.15% and Synovus Bank for \$100,328.37 at an AYP of 4.60%. It was reported that the income tax was filed with no taxes due. Next, insurance was discussed. The new cost was \$24,507.00 which will be paid in one full payment to avoid any interest payment. The president asked for approval to research the possibility of paying off the initial insurance of \$18,113.92 to avoid the current interest payments. It was reported that the LOD payment of \$12,500.00 was completed and the second installment of \$12,500.00 will be paid April 1st to comply with the LOD \$625.00 assessment per unit. Unit owners were not assessed the \$625.00. The roof update was provided with a brochure of pictures showing the Pembroke C progress pictures. It indicated the roof was 95% complete. It was then reported several issues that were brought to the

attention of Veteran Roofing to include 3 individual AC units. There was glue on the building and property of 3 units. Owners present made a list for Veteran Roofing to complete prior to completion of the project. Pest control was reported to be under control thanks to the supervision of the spraying by Advisor Ross Nelson. It was reported that the Lift was out of order and the company was called and is scheduled to repair the lift on Tuesday, March 21, 2023.

Vice Resident, Charles Knapp, reported the how to access Pembridge C website and indicated numerous items on the site.

Treasurer's Report was provided by Frank Prazenica in absence of Lynn Seffern. The following was reported for the month of January 2023. Cash on hand operating was \$368,068.85 which included re-roofing of \$150,300.00. Income for the month was \$22,525.44. Expenses were \$17,680.82 with a net income of \$4,844.62.

Director, Lois Sherry re-emphasized the items in the president's report and reported that an apartment was allegedly being rented without proper approval. She will talk to the unit owner to make sure that the apartment is being used in compliance with our rules and regulations.

Secretary, Evelyn McCosker, reported that she will be purchasing and installing a new mailbox flag.

Advisor, Ross Nelson, reported several items that needed rectified by the roofing contractor before final payment was made. The items included several leaks from the lift to include parking space 26 and the center of the parking lot. Berms need to be looked at to make sure they are back to original condition. Screens in apartments C104, C107 and C87 to include any glue on the doors of the building need to be removed. Marci Inden of C109 indicated that the field manager visited her apartment and she states that he was going to put some sealant around a pipe above her AC unit. She was asked to provide written instructions on how to provide access to her apartment and what they agreed to repair.

Advisor, Barbara Hoch, reported that everything is being handled and she is communicating with Greg of landscaping company.

VI. Input from Residents:

Throughout the reports numerous residents commented on the reports and several items that will be noted under new business.

VII. Old Business:

No items were addressed under old business.

VIII. New Business:

Numerous discussions of directors and unit owners ensued about requiring new residents to pay \$22.00 lift payment upon purchase of a unit. It was finally motioned by Chuck Knapp that all new residents of downstairs units will be required to pay the \$22.00 lift fee with the exemption of prior owner's family members and heirs. A motion was made by Chuck Knapp and second by Evelyn McCosker. During questions and comments numerous issues were

discussed. Upon voting all directors voted in favor. Janitorial contract was up for discussion with numerous owners and directors voicing their concerns. Director Charles Knapp made a motion that we accept JPK Maintenance for the janitorial contract. Motion was second by Evelyn McCosker. Roll call vote Knapp, McCosker, Prazenica, voted approval. Lois Sherry voted no. Motion passed. The cleaning of the building will start next week. Paul Nemiroff will serve as advisor in making sure the building is cleaned efficiently. A discussion ensued about renting of apartments. Chuck Knapp highlighted his interpretation of the rules. After much discussion by unit owners and directors, it was decided that Lois Sherry would discuss the concerns with the unit owner of the apartment. A unit owner asked that we address making sure the fire extinguishers are being checked. Ross Nelson indicated this is being done and Director Knapp was asked to review the process to make sure we were in compliance. A unit owner indicated that garbage was not being picked up by the roofing contractor at the end of the day. The issue will be addressed with the Veteran's Roofing field manager. Prior to ending the meeting, the President asked for the items on the check list for Veteran Roofing.

The Secretary re-iterated the items under Ross Nelson's report to include the following: Several leaks from the lift to include parking space 26 and the center of the parking lot. Berms need to be looked at to make sure they are back to original condition. Screens in apartments C104, C107 and C87 to include any glue on the doors of the building need to be removed. Marci Inden of C109 indicated that the field manager visited her apartment and she stated that he was going to put some sealant around a pipe above her AC unit. She was asked to provide written instructions on how to provide access to her apartment and what they agreed to repair.

Upon ending the meeting, the President thanked all the unit owners, residents, directors and advisors for their input and work.

IX. Adjourn Meeting

Motion was made for Adjournment. All were in favor.

Submitted by Secretary and Director:

Evelyn McCosker