

# **The Association of the Apartment Owners of Apusento Garden Condominium**

Regular Board of Directors Meeting  
Meeting Minutes – Thursday, August 29, 2024  
Apusento Gardens Resident Managers Office, 6:00 PM

G. Sanders verified that a quorum was present and called the meeting to order at approximately 6:06 p.m. at the Apusento Garden Resident Manager's office, Chalan Pago, Guam.

## **1. Roll Call**

- a. **Board of Directors ("Board") Present**  
Gerald Sanders, President  
Sandy Yow, Vice President  
Jerold Filush, Treasurer / Secretary  
Kevin Kay, Member  
Galen Haye, Member
- b. **HOA Property Manager ("PM")**  
Anne Castillo
- c. **Apusento Gardens Resident Manager ("RM")**  
Jemimah Kay
- d. **Apusento Gardens Operations Manager ("OM")**  
Bryan Keller
- e. **Guest**  
Charles Kinnunen

## **2. Approval of Previous Meeting Minutes**

- a. The Board reviewed the Meeting Minutes from April 18, 2024.  
**G. Sanders motioned to approve the Meeting Minutes of April 18, 2024**  
**Seconded: J. Filush**  
**Unanimous vote, motion carried.**
- b. The Board reviewed the Meeting Minutes from May 16, 2024.  
**G. Sanders motioned to approve the Meeting Minutes of May 16, 2024**  
**Seconded: J. Filush**  
**Unanimous vote, motion carried.**

## **3. Approval of Financials for January 2024 - July 2024**

- a. The Board of Directors Reviewed Financial Reports from January 2024 – July 2024. A Cash excel report was presented by J. Filush as sent by Leonard Campos (REMAX)  
**J. Filush motioned to approve only the P&L (Cash Report).**  
**Seconded: K. Kay**  
**Unanimous vote, motion carried**

## **4. Resident Manager's Report**

- a. Elevator inspections completed on June 4, 2024.
- b. Elevator phones are back in place.
- c. HOA website was shared with the OCP Mayor's office. Tenants can now register online.
- d. Internet services were renewed with GTA.
- e. OM office installed with landline
- f. OTIS installed new fans inside the elevators, completed on July 18, 2024.
- g. Spare pump repaired by JMI.
- h. Five Star WO in place, repair for Standpipe scheduled for September 2024.



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## 4. Operations Manager's Report

- A. Metal sheet samples were presented to the BOD, material used to replace the wood interior of the elevators, as OM reported that all interior wood inside the elevators requires to be replaced, as termite issues were found.
- B. Building B roof project completed. Average about 60 pails of coating per building.
- C. 1 skimmer was found with cracks, causing the water level in the pool to decrease. OM has requested the BOD to close 1 skimmer in the pool.
- D. H211 tenant is moving out, due to unit H111 disturbances.

## 6. New Business

- a. Parking Presentation was conducted by K. Kay for commercial unit customers to park in front of the RM office.

**Motion: G. Hay made a motion to inquire with the new attorney (J. Bronze) for legal opinion of the HOA parking stalls.**

**Action: The motion was not moved, as it was tabled by G. Sanders.**

- b. OM/RM Parking will be assigned. OM & RM to select a parking area, and signs will be installed.
- c. Pest Control - A termite proposal for 2 years was included in the meeting packet for discussion. Proposal included rat, & roach bait.

**Motion: G. Sanders made a motion for \$1,000k for initial buy in for Rat, Ants, Roach, Termite, with the understanding G. Sanders to report to the BOD with an update next board meeting.**

**Second: K. Kay**

**Unanimous Vote, Motion Carried.**

- e. Roof Coating Project Continuation

**Motion: G. Sanders made a motion for a \$100k budget ~~per building~~ for silicon & supplies building needed to continue.**

**Second: J. Filush**

**Unanimous Vote, Motion Carried.**

\*\*\*\*\*AMENDMENT\*\*\*\*\*

A motion was made by J. Filush to amend the meeting minutes from August 29, 2024 to correct the verbiage of per building to total. The motion was approved and motion carried.

- e. Roof Coating Project Continuation

**Motion: G. Sanders made a motion for a \$100k budget total for silicon & supplies building needed to continue.**

**Second: J. Filush**

**Unanimous Vote, Motion Carried.**

- f. Additional part time employee to assist with labor work

**Motion: G. Sanders made a motion to hire an additional in house employee to work part time at \$10.00 an hour.**

**Second: J. Filush**

**Unanimous Vote, Motion Carried.**



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f. Reimbursement to G. Sanders

**Motion: J. Filush made a motion to reimburse G. Sanders for any remaining unpaid receipts owed to him.**

**Second: K. Kay**

**Unanimous Vote, Motion Carried**

f. Prepaid HOA Debit Card for OM

**Motion: J. Filush made a motion to obtain a ~~prepaid~~ credit card for the OM with a limit of \$2500 for HOA supplies, and can only be replenished with submission of invoices**

**Second: G. Haye**

**Unanimous Vote, Motion Carried.**

\*\*\*\*\*AMENDMENT\*\*\*\*\*

A motion was made by J. Filush to amend the meeting minutes from August 29, 2024 to correct the verbiage of prepaid to debit. The motion was approved and motion carried.

f. Prepaid HOA Debit Card for OM

**Motion: J. Filush made a motion to obtain a debit card for the OM with a limit of \$2500 for HOA supplies, and can only be replenished with submission of invoices**

**Second: G. Haye**

**Unanimous Vote, Motion Carried.**

## 7. Open Forum

N/A

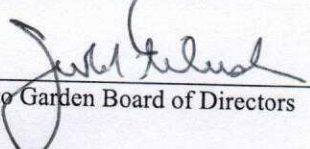
## 8. Next Meeting:

TBD

## 9. Adjournment

G. Sanders adjourned the meeting at approximately 8:45 p.m.

I hereby certify that the preceding is a true and correct copy of the approved Minutes of the Board of Directors' meeting held on **August 29, 2024**

  
Apusento Garden Board of Directors

3/20/25  
Date