

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

Regular Board of Directors Meeting  
Meeting Minutes – Thursday February 1, 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 6:05 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
  - Galen Haye, Member
  - Kevin Kay, Member
- b. HOA Property Manager ("PM")
  - Anne Castillo
- c. Operations Manager
  - Bryan Keller

## **2. Approval of Minutes**

- a. The Board reviewed the Meeting Minutes from November 30, 2023.
  - J. Filush motioned to approve the Meeting Minutes of November 30, 2023.**
  - Seconded: G. Sanders**
  - Unanimous vote, motion carried.**

## **3. Approval of Financials for June 2023 – December 2023**

- a. The Board of Directors Reviewed Financial Reports from June 2023 – December 2023  
The financial reports covering the period from June 2023 to December 2023 were not presented during the meeting. However, it was noted that there was no motion to approve the financials, and approval was not granted during the meeting.
- b. PM is reminded of enforcing late fees and ensuring consistency on payments, and deposits should be made within a week after the deadlines.

## **4. Treasurer's Report**

- a. J. Filush informed the Board of Directors that he will schedule a meeting with Leonard Campos (REMAX) on creating excel sheet for Apusento Financials to address the reporting inaccuracies.
- b. An amount of \$70,000.00 was identified as not posted and needs attention.
- c. J. Filush to send a reminder follow-up regarding the scheduled meeting with Leonard Campos (REMAX)

## **3. Property Manager's Report**

- a. PM contacted Clean Shot for reminders on schedule the dryer vent cleaning for Apusento Gardens as previously communicated with previous RM manager.
- b. 27 Exit Signs picked up from Safety First and dropped off to Apusento Gardens RM Office.
- c. 5 Elevator Permits completed, and posted.
- d. All quotes as previously approved on last meeting paid for.



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

- a. No Report

## **4. Operations Manager's--- Report**

- a. Security - Not checking on vehicles that enter through property, and verifying visitors.
- b. H205 dumped mattress by bin at 5:00 AM. Verified on camera footage.
- c. Handicap access – Requesting to build another ramp on each end of the building. Requesting for funds to purchase supplies needed.
- d. Grasscutting on going, catching up on grass maintenance. Working on storage for mower, currently working on the parking lots clean up.
- e. M205 leak take care of after reporting of leak was made.

## **5. Old Business**

- A. Roof Assessments.

DCA was scheduled to do an assessment on one building today (2/1/24), but postponed for another 2 weeks.

## **6. New Business**

- a. Supplies for Handicap ramp

**G. Sanders made a motion to allocate \$5,000 for Bryan Keller to purchase supplies for additional handicamp ramps.**

**Seconded: G. Haye**

**Unanimous Vote, Motion Carried**

- b. Christmas Bonus for Employees

**K. ~~Kaye~~ made a motion to give \$500.00 bonus for ~~Rome~~ and Roman for year 2023.**

**Seconded: G. Sanders**

**Unanimous Vote, Motion Carried**

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

A motion was made by G. Haye to amend the meeting minutes from February 01, 2024 to correct the spelling of Rome to Jerome, and K. Kaye to K. Kay. The motion was approved and motion carried.

**K. Kay made a motion to give \$500.00 bonus for Jerome and Roman for year 2023.**

**Seconded: G. Sanders**

**Unanimous Vote, Motion Carried**

- c. Cancellation of green Waste bin.

**G. Sanders made a motion to cancel the greenwaste bin as previously voted on for greenwaste debris.**

**Seconded: K. ~~Kaye~~**

**Unanimous vote, motion carried**



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

A motion was made by G. Haye to amend the meeting minutes from February 01, 2024 to correct the spelling of K. Kaye to K. Kay. The motion was approved and motion carried.

*c. Cancellation of green Waste bin.*

*G. Sanders made a motion to cancel the greenwaste bin as previously voted on for greenwaste debris.*

*Seconded: K. Kay*

*Unanimous vote, Motion carried*

*d. Insurance Renewal*

*J. Filush made a motion to renew the insurance policy with AM Insurance with quote as provided, but to negotiate the deductible with a 6 month extension.*

*Seconded:*

*Unanimous vote, motion carried*

*e. Burger & Comer Invoice - \$2,517.38*

*PM to follow up with Leonard Campos (REMAX) if invoice was received by email.*

*f. Jaques G. Bronze Invoice*

*K. Kay made a motion to pay Jaques G. Bronze Invoice in the amount of \$236.25 for email advise.*

*Seconded: G. Sanders*

*Unanimous vote, motion carried*

*g. Debit Card for purchases OM purchases*

*G. Haye made a motion to apply for an HOA debit card with alimit of \$1,000.00 for OM purchases.*

*Seconded: S. Yow*

*Unanimous vote, motion carried.*

*h. Bryan Keller Salary*

*J. Filush made a motion to pay out Bryan Keller (OM) \$4,000.00 a month, paid every 15<sup>th</sup> and end of the month.*

*Seconded: K. Kay*

*Unanimous vote, motion carried.*

*i. New Resident Manager*

*S. Yow made a motion to pay hire Jemimah A. Kay as a fulltime resident manager for Apusento Gardens.*

*Seconded: J. Filush*

*Vote: The motion received a 3-1 vote. G. Haye voted against the motion and initiated a discussion regarding ~~28~~ GCA 28817 Guam Law General Standards of Directors.*



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

A motion was made by G. Haye to amend the meeting minutes from February 01, 2024 to correct the number 28 to 18. The motion was approved and motion carried.

i. New Resident Manager

*Yow made a motion to pay hire Jemimah A. Kay as a fulltime resident manager for Apusento Gardens.*

*Seconded: J. Filush*

*Vote: The motion received a 3-1 vote. G. Haye voted against the motion and initiated a discussion regarding 28 GCA 28817 Guam Law General Standards of Directors.*

j. Cancellation of green Waste bin.

**G. Sanders made a motion to cancel the greenwaste bin as previously voted on for greenwaste debris.**

**Seconded: K. Kay**

**Unanimous vote, Motion carried**

k. AES Quote - \$18,900.00

**J. Filush made a motion to accept the quote of \$18,900.00 with Automated Energy Systems to Install solar lights in the back lot.**

**Seconded: G. Sanders**

l. Calpac Quote - \$1034.14

**G. Sanders made a motion to accept the quote of \$1034.14 with CALPAC to Install cameras by the equipment storage.**

**Seconded: J. Filush**

**Unanimous vote, motion carried.**

m. Signmakers - \$530.00

**K. Kay made a motion to accept the quote of \$530.00 with Signmakers to purchase signs for property.**

**Seconded: G. Sanders**

n. Mission Statement for Apusento Gardens

**K. Kay made a motion to accept the mission statement as created by K. Kay for all board members to stand by and follow in consideration of the organizations goals and values.**

**Seconded: G. Sanders**

**The motion received a vote of 4-1 in favor of accepting the mission statement.**

o. Commercial Vehicles to park in the back lot.

**K. Kay made a motion to ~~allow residents with commercial vehicles to park on the additional parking lot once completed.~~**

**Seconded: G. Sanders**

**The motion received a vote of 3-1 in favor of residents with commercial vehicles to park in the**



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back lot.

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

A motion was made by K. Kay to amend the meeting minutes from February 01, 2024 to correct the verbiage on the motion to allow residents with commercial vehicles to park on the additional parking lot once completed to allow the homeowner of Unit B311 to park one commercial vehicle in the additional parking lot once construction is completed. All other commercial vehicles owned by residents must receive prior approval from the Board. The motion was approved and motion carried.

*K. Kay made a motion to allow residents with commercial vehicles to park on the additional parking lot once completed to allow the homeowner of Unit B311 to park one commercial vehicle in the additional parking lot once construction is completed. All other commercial vehicles owned by residents must receive prior approval from the Board*

*Seconded: G. Sanders*

*The motion received a vote of 3-1 in favor of residents with commercial vehicles to park in the back lot with board approval.*

q. Amendment to house rules no construction time.

G. Haye made a motion to amend the house rules no Construction time to MONDAY – FRIDAY 8 AM – 5 PM, and SATURDAYS 8 AM – 5 PM.

Seconded: J. Filush

The motion received a vote of 4-1 in favor of the amended house rules No Construction time.

## 7. Open Forum

NONE

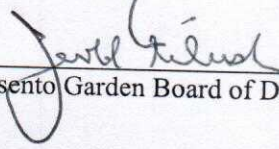
## 7. Next Meeting:

Thursday February 29, 2024 6:00 PM

## 7. Adjournment

S. Yow adjourned the meeting at approximately 8:04 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 **February 1, 2024**

  
Apusento Garden Board of Directors

3/20/25  
Date