

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

Regular Board of Directors Meeting  
Meeting Minutes – October 17, 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 6:02 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  
Galen Haye, Member  
Absent: Kevin Kay, Member

### **b. HOA Property Manager ("PM")**

Anne Castillo

### **c. Apusento Gardens Resident Manager ("RM")**

Jemimah Kay

### **d. Apusento Gardens Operations Manager ("OM")**

Bryan Keller

## **2. Approval of Previous Meeting Minutes August 29, 2024**

a. The Board reviewed the Meeting Minutes from August 29, 2024.

**J. Filush motioned to approve the Meeting Minutes of August 29, 2024 with the understanding that PM is to correct the following verbiage:**

*Section 6C: Change "building" to "TOTAL"*

*Section 6F: Change "CREDIT" to "DEBIT"*

**Seconded: G. Sanders**

**Unanimous vote, motion carried.**

## **3. Approval of Financials for September - August 2024**

a. The Board of Directors Reviewed Financial Reports from September - August 2024

**Status:** Tabled until the next meeting (30-day reporting period to the BOD).

### **Action Items:**

- Remax to clarify revenue details.
- An email will be sent regarding a money transfer for the operations manager to purchase silicon.
- Remax to update financial reports to include the silicon purchase.
- G. Sanders to schedule a meeting with Leonard Campos (Remax) regarding the \$80K credit in the financial reports.
- Remax to continue emphasizing late fees and collections.
- J. Filush to contact J. Bronze regarding HOA collections

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

A. Five Star replaced pipes and shut-off valves in Buildings P, H, and C.

B. Towing: Four cars need to be towed from the parking lot as they have been sitting and show signs of being abandoned.

C. Will be out of the office in November.

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

- a. **Elevators:** Work ongoing. Metal sheets for interior elevator walls have been picked up in preparation for the November inspection.
- b. **Pumps:** All are up to date—one did not require rewinding, one spare is available, and two are in good condition.
- c. **Perimeter Fence:** To be cleared out.
- d. **Water Blasting:** Stairwell cleaning requires a lift.
- e. **Security Cameras:** Operations Manager requested additional cameras for the backlot due to a blind spot with no current coverage.
- f. **Staffing:** Operations Manager confirmed that "Last Hulk" will be an hourly employee.
- g. **Certification:** Operations Manager will take the CPO class as discussed with Mr. Sanders.

## **6. New Business**

- a. "Last Hulk" will be scheduled as an hourly employee, but payroll dates will align with salary days (15th & end of the month).
- b. Petty Cash reimbursement to J. Kay (RM)  
**J. Filush motioned to approve the reimbursement to the Resident Manager as emailed to the BOD by REMAX.**  
**Seconded: S. Yow**  
**Unanimous vote, motion carried.**
- c. Parking & Governing Documents:  
**G. Sanders moved to have J. Bronze review the governing documents (HPR) regarding Parking.**  
**Seconded by: G. Haye**  
**Unanimous vote, motion carried.**
- d. Parking Parking Signs: It was discussed to order parking signs, and to install in the areas needed.

## **7. Open Forum**

N/A

## **8. Next Meeting:**

TBD

## **9. Adjournment**

G. Sanders adjourned the meeting at approximately 7:51 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 **October 17, 2024**

\_\_\_\_\_  
**Apusento Garden Board of Directors**

\_\_\_\_\_  
**Date**