

# Apusento Gardens Homeowners Association

## Special Meeting of Board of Directors Minutes

### May 16, 2024

Apusento Gardens Homeowners Association Resident Manager's Office The minutes of the meeting are as follows:

1. The meeting was called to order by President, Gerald Sanders, at 6:01pm. All Board members were in attendance included: Gerald Sanders, Sandy Yow, Jerold Filush, Galen Haye and Kevin Kay.
2. At 6:02 pm the Board went into Executive Session to discuss pay raises, health insurance and mileage reimbursement policies.
3. At 6:47 pm the Board came out of Executive Session and addressed the following motions:
  - a. Kevin moved and Sandy seconded a motion to give Bryan a \$1,000 a month raise. The vote on the motion was 4 in favor with Galen opposed.
  - b. Sandy moved and Kevin seconded a motion to increase the hourly rate of pay for Ramon and Jerome to \$13/hour and \$11/hour, respectively. The motion passed unanimously.
  - c. Gerry moved and Galen seconded a motion to align the payment of all Association payrolls to be paid on the 15th and the end of the month. The motion passed unanimously.
  - d. Kevin moved and Galen seconded a motion that the Association immediately pay Bryan his current outstanding mileage reimbursement request of 689.70. The motion passed unanimously.
  - e. Galen moved and Sandy seconded a motion to authorize Gerry to contact Select Care tomorrow to request a health insurance quotation and, if they do not respond within one week, Gerry is to authorize the RM and PM to finalize coverage with Take Care. The motion passed unanimously.
4. Other items for discussion/motion:
  - a. President Sanders reminded all Board members that, as set forth in their employment contracts, he was designated as the Point of Contact with the Resident Manager and Operations Manager. All matters of concern for them should be provided to him so that he can understand the issue and address any concerns directly with them.
  - b. After a discussion relative to the appropriate balance of the petty cash funds utilized by the Resident Manager for Association purposes, Kevin moved and Galen seconded a motion to increase the amount of petty cash from \$500 to \$1,000, predicated that a safe first be obtained and bolted down in the Resident Manager's office. The motion passed unanimously.
5. At 6:54, Gerry requested a motion to adjourn the meeting. A motion to adjourn was moved by Sandy and seconded by Galen. The motion passed unanimously.

I hereby certify th the above minutes are true and correct.

Jerold Filush  
Jerold Filush, Secretary

Date 5/17/24

After the completion of the above meeting, the Secretary determined that motions 3a., 3b. and 3c. above required an implementation date to be complete. The Secretary circulated an email during the evening of May 16, 2024, containing the above motions, requesting that the Board second and vote on the motion as follows:

Jerry moved and Kevin seconded to amend the above motions to be effective June 1, 2024.

The motion was seconded by Kevin and was passed unanimously via responses from the Board members. The motion will be memorialized in the minutes of our next Board meeting.

Jerold Filush  
Jerold Filush

5/17/24  
Date