



ORANGEWOOD  
CONDOMINIUM ASSOCIATION, INC.

## MEETING MINUTES

### Orangewood Condominium Association — Closed Board Meeting

Date: June 11, 2026 | Time: 6:54 PM – 7:12 PM (PDT) | Location: Virtual (Zoom)

<b>Meeting Called &amp; Pressed By:</b>	George Munkin, President
<b>Meeting Called to Order:</b>	6:04 PM (PDT)
<b>Meeting Adjourned:</b>	7:12 PM (PDT)
<b>Quorum:</b>	Established (3 Board Members present)

### 1. Attendance

#### Board Members Present:

- George Munkin — President
- Anthony Stemma — Secretary
- Jessica Reese Cuado — Treasurer

#### Other Attendees:

- Gloria (JP) — Unit Owner
- Heidee Benitez — Meeting Facilitator/Host
- Additional participants via phone

### 2. Purpose of Meeting

The meeting was convened to discuss association business and consider board actions related to county findings and required repairs at Orangewood Condominium, including special assessment planning, vendor selection, insurance matters, and pest control services.

### 3. Agenda Items Discussed

#### 3.1 Stair Repair Vendor Quotes & Selection

The board reviewed multiple quotes for stair repairs mandated by the county:

- Sherry Wood: \$168,900–\$169,900 — requesting 50% upfront payment; price is firm with all replacements included.



- Home Specialists: \$174,900 — returning contractor familiar with the property; open to negotiating price and payment terms (four installments aligned with building-by-building work); willing to replace compromised aluminum railings.
- Third Vendor (Jessica's quote): \$184,000 — higher cost but includes full railing replacement.

Jessica recommended Home Specialists due to their flexible payment plan and willingness to replace all compromised aluminum railings, which the county now mandates (no aluminum repair allowed — full replacement required). George agreed to negotiate directly with Home Specialists on scope and payment terms.

### 3.2 Electrical Work

Jeff Masters provided a quote of \$24,108 covering all items detailed in the county findings. The board acknowledged this may be high due to their commercial-grade pricing. Jessica volunteered to obtain additional competitive quotes to potentially reduce costs. Any savings would be returned to owners as overpayment refunds.

### 3.3 Pest Control — Massey Termination

The board discussed significant dissatisfaction with Massey's pest control services:

- Current cost: \$1,200/month — deemed excessive
- Service quality complaints from multiple tenants (roaches reappearing)
- Only covering one building (Building 4) for termites
- Described as "quick in and out" with poor compliance

An emergency fumigation for Gloria's unit (Building 2) was approved at \$400 through an alternative vendor. Jessica will obtain new pest control quotes to replace Massey.

#### **VOTE — Terminate Massey Pest Control Contract**

Motion: George Munkin | Second: Anthony Stemma | In Favor: Jessica Reese Cuado

**Result: APPROVED (Unanimous)**

### 3.4 Special Assessment

The board discussed two options for funding the required repairs:

Option	Per Unit/Month	Total Per Unit	Coverage
Option A	\$1,421.55	\$5,686.20	Stairs (\$175,000) + Electrical (\$25,000)
Option B (Recommended)	\$1,746	\$6,984	Stairs + Electrical + \$25,000 cushion



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Key discussion points:

- Assessment calculated across 35 units (one unit excluded — being surrendered to financial institution)
- 10 units are owner-occupied; collection challenges anticipated from investor-owned units
- Gloria raised concerns about collection difficulties and accountability
- Board emphasized non-paying owners will face liens and legal action within 30 days of non-payment
- Property faces potential condemnation if repairs are not completed
- Any surplus funds will be returned to owners

**VOTE — Special Assessment of \$1,421.55 per unit, collected every 30 days for 4 months**

Motion: George Munkin | Second: Anthony Stemma | In Favor: Jessica Reese Cuado

**Result: APPROVED (Unanimous — Option A selected)**

### 3.5 Insurance Payment

A payment of \$2,576.25 is due by Monday to retain existing insurance coverage, including flood, criminal directors, and administration policies. Failure to pay would result in loss of active claims.

Heidee reported progress on obtaining a FEMA exemption for flood coverage, which could eliminate that insurance requirement. The property is currently in a post-ENF flooding zone.

**VOTE — Approve \$2,576.25 insurance retention payment due Monday**

In Favor: Jessica Reese Cuado, Anthony Stemma (Walker)

**Result: APPROVED**

### 3.6 Banking & Payment Systems

- Current bank accounts to remain open (no changes at this time)
- Two-signature requirement implemented for all account transactions going forward
- Assessment payments can be made electronically via the website or by check
- Discussion of PO Box vs. on-site secure mailbox for receiving payments — to be resolved before next meeting
- Anthony noted a PO Box at the nearby post office costs \$138/6 months or \$276/year
- Board agreed to provide payment address/method at the next meeting

### 3.7 Grants & Donations

Heidee reported that applications have been submitted for grants and donations, including requests for paint, landscaping, manpower for cleaning, and materials funding. Results are pending and will be shared as received.



### 3.8 Management Company

Discussion of hiring a management company was deferred due to current financial constraints. To be revisited after the assessment period.

### 4. Motions & Votes Summary

#	Motion	Result
1	Terminate Massey pest control contract	Approved (Unanimous)
2	Approve special assessment: \$1,421.55/unit every 30 days x 4 months	Approved (Unanimous)
3	Approve \$2,576.25 insurance retention payment	Approved
4	Implement two-signature requirement for all bank transactions	Approved

### 5. Action Items

Assigned To	Action Item	Deadline
George	Contact Home Specialists to negotiate scope and payment terms; discuss replacing all aluminum railings	Within 48 hours
Heidee	Send budget and assessment details to all owners	Within 48 hours
Heidee	Set up PO Box or secure mailbox for assessment payments; provide address/method at next meeting	Next meeting
Heidee	Work with bank to set up assessment account with two-signature requirement	Before next meeting
Heidee	Follow up on grants and donations applications	Ongoing
Jessica	Obtain additional quotes for electrical work to compete with Jeff Masters' \$24,108	Next few days
Jessica	Obtain quotes for pest control services to replace Massey	Next few days
Board	Pay \$2,576.25 insurance retention	Monday (June 15)
Board	Reconvene to present final vendor selection and budget to owners	Within 48 hours

### 6. Key Decisions & Financial Summary



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**Total Assessment Budget: \$200,000 (\$175,000 stairs + \$25,000 electrical)**

**Per Unit Assessment: \$1,421.55/month × 4 months = \$5,686.20 total**

**Collection Schedule: Every 30 days, beginning upon owner notification**

**Enforcement: Liens filed within 30 days of non-payment**

**Refund Policy: Any surplus or cost savings returned to owners**

**Critical Note: The property faces potential condemnation by the county if stair repairs and electrical work are not completed. The board emphasized this is not optional — it is a safety and legal requirement.**

## 7. Next Meeting

The board will reconvene within 48 hours (target: June 13, 2026) to present the final vendor selection and approved budget details to all property owners.

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Minutes Prepared By: Heidee Benitez

Date Prepared: June 12, 2026

Recording: Meeting was recorded via Zoom