



**To:** All Owners  
**From:** Mrs. Jennifer Rodríguez, Board of Directors Secretary  
**Date:** February 29, 2024  
**Re:** February 27, 2024 Assembly – Agreements Notice

<b>Board of Directors:</b> <b>Present:</b> <ul style="list-style-type: none"><li>○ President: Sr. Humberto García</li><li>○ Vicepresident: Sra. María L. de Boyrie</li><li>○ Secretary: Sra. Jennifer Rodríguez</li><li>○ Treasurer: Lcdo. Juan Acosta</li><li>○ Vocal: Sr. Robert Maj</li><li>○ Vocal: Sr. Gerónimo Robaina</li></ul>	<b>Invited:</b> <ul style="list-style-type: none"><li>○ Lic. Sally Delgado</li><li>○ Mrs. Sandra Otero, Administradora</li></ul>
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**Meeting Opening:**

The Assembly proceedings begin at 7:15 pm on Tuesday, February 27, 2024, in the condominium's activity room. At the start of the assembly, there are 16 owners present and no proxies.

**Proof of Call:**

The call document, sent to all owners via email, postal mail, and/or posted on their apartment doors as stipulated by each, was presented. It was also displayed in the condominium elevators for the last four days.

**Approval of Minutes from the Last Assembly:**

Gen. José Reyes (Apt 302) motioned for the minutes of the previous assembly to be considered read and approved. The motion was seconded by Mr. Juan C. Morales (Apt 1904) and approved without opposition.

**President's Report Presentation:**

CPA Juan Acosta (Apt 2403) proposes a motion to consider the president's report, which was circulated to all owners along with the call document, as read and approved. Mr. Juan C. Morales (Apt 1904) seconded the motion, and it was approved without opposition.

**Budget for 2024:**

CPA Acosta presents the budget circulated to all owners with the assembly call. He explains that it proposes a 5% increase in maintenance fees. This increase has been postponed but, due to inflation, should no longer be delayed. He emphasizes the need to work on projects for cleaning sanitary and rainwater pipes in the basement and replacing the fire alarm and smoke detectors this year. No doubts were raised by those present. Mrs. María Luisa de Boyrie (Apt 601) motions to approve the budget as presented and discussed. The motion is seconded by Mr. Rafael Herrero (Apt 1205). The motion is unanimously approved.

**Approval of the Emergency Plan:**

The emergency plan was circulated to all residents during January 2024. Mr. García, President of the Board of Directors, asks if there are any questions, comments, or changes to the circulated plan. No one raised any

concerns. Mr. Gaspar Ballestero (Apt 2103) motions to approve the emergency plan as circulated. Mr. Rafael Herrero (Apt 1205) seconds the motion. The motion is approved without opposition.

**Use of Cumulative Balance in the Operating Account for Special Projects Payment:**

Mr. Rafael Herrero (Apt 1205) motions to approve the use of \$28,000 for the payment of both projects: cleaning sanitary and rainwater pipes in the basement and replacing the fire alarm panel and smoke detectors. Mrs. Milagros Villar (Apt 1004) seconds the motion, which is unanimously approved.

**Ratification of the Administrator's Position:**

Attorney Delgado explains that Law 129 requires annual ratification of this position. Mr. Rafael Herrero (Apt 1205) proposes a motion to ratify Mrs. Sandra Otero as the condominium administrator. Mrs. Magdalena Sosa (Apt 406) seconds the motion, which is approved without opposition.

**Board of Directors Election:**

Nominations are open for each position on the Board of Directors. All positions are approved without opposition.

Position	Owner Nominated	Motion Presented by	Motion Seconded by
President	Sr. Humberto García (Apt 2202)	Sra. Sandra Otero (Apt 1904)	Sr. Rafael Herrero (Apt. 1205)
Vicepresident	Sra. María L de Boyrie (Apt 601)	Sra. Sandra Otero (Apt 1904)	Sr. Rafael Herrero (Apt. 1205)
Treasurer	CPA Juan Acosta (Apt. 2403)	Gen. José Reyes (Apt 302)	Sr. Juan C. Morales (Apt 1904)
Secretary	Sra. Jennifer Rodríguez (Apt. 1503)	Gen. José Reyes (Apt 302)	Sr. Juan C. Morales (Apt 1904)
Vocal	Sr. Gerónimo Robaina (Apt. 1901)	Sra. Sandra Otero (Apt. 1904)	Sra. Jennifer Rodríguez (Apt 1503)
Vocal	Sr. Robert Maj (Apt 2405)	Sra. Sandra Otero (Apt. 1904)	Sra. Jennifer Rodríguez (Apt 1503)
Vocal	Sr. Rafael Herrero (Apt. 1205)	Gen. José Reyes (Apt 302)	Sr. Juan C. Morales (Apt 1904)

**Activities Committee:**

Mrs. Jennifer Rodríguez (Apt 1503) will lead the activities for adults, and Dr. Tamara Ramírez (Apt 2303) will oversee children's activities. Both will be responsible for recruiting other owners interested in collaborating.

**Other Matters:**

Dr. Tamara Ramírez (Apt 2303) requests consideration for installing solar lights in the children's play area, citing a lack of illumination at night.

Mr. Gaspar Ballestero (Apt 2103) inquires about elevator instability. The recent accident is discussed, along with the steps taken to address it, ensure it doesn't recur in other units, and repair damages. Mrs. Otero, the administrator, informs attendees that the elevator company estimated three weeks to complete the work.

Dr. Tamara Ramírez (Apt 2303) suggests placing a ping pong table in the lobby to better utilize the space, as it is currently underutilized. The idea will be evaluated after further discussion.

Mrs. Angela Digioia (Apt 1803) asks whether an owner can permit their domestic worker to live in their apartment. Attorney Delgado explains that an owner can authorize anyone to live in the apartment, but they must follow the rules and applicable laws. The authorized person has equal rights as any other resident for administrative purposes.

Mrs. Milagros Villar (Apt 1004) requests addressing the unevenness of the ramp to exit the underground parking. Mrs. Otero, the administrator, mentions consulting with the engineer overseeing the condominium works to explore alternatives. It is noted that the area belongs to Condesa del Mar, and repairs may depend on an agreement with them.

**Meeting Closure:**

Mr. Rafael Herrero (Apt 1205) motions to close the day's proceedings. Mr. Juan C. Morales (Apt 1904) seconds the motion. It is approved without opposition, and the proceedings are concluded at 7:54 pm.



Sr. Humberto García  
President  
Board of Directors



Sra. Jennifer Rodríguez  
Secretary  
Board of Directors

**New Maintenance Payments Starting April 2024:**

	<b>ACTUAL PAYMENT</b>	<b>NEW PAYMENT</b>
<b>TYPICAL APARTMENTS (FLOORS 5-23)</b>		
01-04	\$ 432.85	\$ 454.49
02-03	\$ 319.60	\$ 335.58
05-06	\$ 271.04	\$ 284.59
<b>APARTMENTS FLOORS 2 - 4</b>		
201	\$ 444.31	\$ 466.53
202	\$ 326.79	\$ 343.13
203	\$ 326.79	\$ 343.13
204	\$ 444.31	\$ 466.53
301	\$ 443.33	\$ 465.50
302	\$ 324.57	\$ 340.80
303	\$ 324.57	\$ 340.80
304	\$ 443.33	\$ 465.50
305	\$ 282.76	\$ 296.90
306	\$ 282.76	\$ 296.90
401	\$ 442.54	\$ 464.67
402	\$ 321.50	\$ 337.58
403	\$ 321.50	\$ 337.58
404	\$ 442.54	\$ 464.67
405	\$ 282.76	\$ 296.90
406	\$ 282.76	\$ 296.90
<b>PENTHOUSES</b>		
2401	\$ 778.79	\$ 817.73
2402	\$ 631.09	\$ 662.64
2403	\$ 631.09	\$ 662.64
2404	\$ 778.79	\$ 817.73
2405	\$ 533.99	\$ 560.69
2406	\$ 615.94	\$ 646.74