

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION

A Non-Profit Corporation

Meeting Minutes

BOARD OF DIRECTOR'S MEETING

Sunday, June 7, 2009

1. Meeting Called to order at 6:08pm
2. Reading and disposal of meeting minutes from May 5th board meeting.
3. Treasurer's report was accepted and place on file; subject to audit.
4. Correspondence- Received dues, miscellaneous bills, and a cashier's check from Citizens Bank for Satori of \$1,045 with invoice for 4649 instructing us to destroy the invoice and consider the cashier's check as the \$1,000 donation plus pizzas for last weekends' Spring clean up.
5. Old Business.
 - a. Evaluation of May 19th Annual Meeting
 - Dorie will give correct budgets to Lindsay who will then send it out with the invoice for the special assessments, and brief explanation for those who were not at the meeting.
 - b. Contact Billie White – Andrea will contact Billie White Roofing to let him know we are still interested but working on our funds.
 - c. Outstanding dues assessments- Sue will lien Kalinowski, Cassanelli, and Manly properties.
 - d. Spring Clean Up Day – Andrea motioned to reimburse Lindsay for the pizza and supplies for a total of \$37.78 for the spring clean up day. Dorie second. All were in favor. Motion approved.
 - e. Jan Collver's leak-Sue talked with Jan and is going to give this issue to All-Pro Realty to fix.
6. New Business.
 - a. Review of Management Agreement – All-Pro Realty will take over July 1st as the management company. They will also receive and handle July dues. Our PO box address will stay the same. Secretary and Treasurer will give lists and records to All-Pro in order to manage Westbrook. Andrea motioned for a resolution for Terri Zdanowitz and her

assistant Karen Hukill of All-Pro Realty, and Sue Murphy, and Dorie McArthur as authorized signatures on the Westbrook checking account. Lindsay seconded. All were in favor. Motion approved.

- b. Lawn Maintenance / Estimates-Sue signed with DW Clark Lawn & Snow and they will begin service this week.
 - c. Review of Satori offer- Sue will discuss this with Attorney
7. Next meeting date was not set.
8. Meeting Adjourned at 7:26pm.