

**The Westbrook Townhome Condominium Association**

**A Non-Profit Corporation**

**Board of Director's Meeting Minutes**

**Wednesday, July 22<sup>nd</sup>, 2009**

1. Meeting was held at the home of Pam Baker and was called to order at 7:30 p.m.
2. Reading and Disposal of meeting minutes- Secretary Lindsay Goodrich read the minutes from the June 21<sup>st</sup> meeting. Minutes were approved and placed on file. Sue Murphy and Terri Zdanowitz agreed to set a date to transfer records to All-Pro Realty.
3. Treasurer's Report –
  - a. Treasurer Dorie McArthur transferred over the records to All-Pro. It was noted that we did not yet receive an invoice from Inocencio Fisk. Terri said that she would check to see if was currently in the P.O. Box.
  - b. Status of Special Assessments-No action taken. Will know status next month.
4. Correspondence- None
5. Old Business
  - a. Management Agreement Status/Signatures- Lindsay motioned to approve the agreement. Dorie seconded. All were in favor. Motion passed. Sue and Terri set the date of Tuesday, July 28<sup>th</sup> at 5:15pm to sign the agreement.
  - b. Lawn Maintenance/Estimates/Landscaping- Sue received two estimates for trimming and will bring them to Terri at their meeting on Tuesday July 28<sup>th</sup>. Andrea and Terri will walk the property to review what needs to be done on July 31<sup>st</sup> for landscaping and removal. Lindsay gave Terri estimate from Prowash Professional for power washing. Discussed the need for a fall cleanup date to clean out gutters.
  - c. Review proposed letter to Satori – Board will read over this weekend and let Sue know of any changes or corrections needed.
  - d. Review proposed letter to owners- Board will read over this weekend and let Sue know of any changes or corrections needed.

e. Status of Jan Collver's Leak- History was explained to Terri Zdanowitz. Terri will give Jan a call to find out current status.

f. Review of all roof leaks of various units with All-Pro- Terri will have someone look at the roof and interior of unit 4524 on July 28<sup>th</sup> at 12:00pm.

6. New Business

a. Mailbox on west side- Pam will call post master to get new mailbox.

b. Information from Assessor- Sue informed the board that Julie Poling of Spring Arbor Township looked over our property tax and took the garage off of our property as it does not belong to the Association.

c. Sue will follow up with Kerry Morgan of Satori Corp. and will cc: Dennis Brooks to inform them that the cracked rear sliding glass window that occurred between May 30<sup>th</sup> and beginning of June was not from the lawn care company.

d. Managing Satori "agents"- Sue will talk with Satori to confirm who will be the speaking agent for Satori. Dorie will stop check to D&L Construction from our old account and Terri will rewrite the check to D&L Construction from our new account to keep records straight. Lindsay will send out email to all owners making sure checks are mailed to the P.O. Box and not dropped off at the treasurer's door.

e. Discussed reports of issues of new tenants in Casinelli unit. -no action taken

7. The next meeting was set for Tuesday, August 18<sup>th</sup>.

8. Meeting was adjourned at 9:27 p.m.