

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION

A Non-Profit Corporation

BOARD OF DIRECTOR'S MEETING MINUTES

Tuesday, August 18<sup>th</sup> 2009

1. Meeting was held at the home of Pam Baker and was called to order at 7:05pm by President Susan Murphy.
2. Secretary Lindsay Goodrich read the minutes from the previous meeting that was held on Wednesday July 22<sup>nd</sup> 2009. Minutes were approved and placed on file.
3. Management Agent's Report- Terri Zdanowitz handed out reports stating the balance, accounts receivable and income of the account. An update on the total amount received for the special assessment was given. All reports and records were placed on file subject to audit. It was also reported that Jan Cullver's basement is no longer leaking. She had it fixed from the inside.

Discussion of past dues and liens took place. Sue will file liens on all that apply. Sue will talk with the Goldsmiths about their closing date for unit 4540 and find out what dues are still owed.

4. Treasurer's Report- Dorie McArthur stated she would close the old Comerica account and give remaining balance to Terri to put into our new checking account.
5. Correspondence- No action taken
6. Old Business:
7. Landscaping review: Tree removal totaled \$1000. The funds from Satori for landscaping were used for payment. Discussion for a fall clean up took place.
8. Special Assessment review- Total received was stated. Waiting on three roof quotes.
  - a. Review all roof leaks of various units with All-Pro- Sue Murphy's unit is no longer leaking. Unit 4524 still is leaking.
  - b. Mailbox on west side: Pam Baker called and no response received from the post office. Pam Baker will call again.
  - c. Status of Assessor's information- the new value of Westbrook property for 2008 went from \$38,330 to \$33,806. Westbrook should get a \$220 refund from 2008 taxes. Sue will send master deed, etc. to Lindsay to go on the website. Were not able to find out 2009 summer taxes. Terri will bring this information to the next meeting or share it through email.
9. New Business:
  - a. General letter on rules and policies- Sue will send email to Kerry Morgan about renters' noise level and renters receiving the bylaws. Lindsay passed along the letter to new members to All-Pro for updating and sending to new members. All

Pro will find out the Spring Arbor Township ordinances for noise level to be included in a general letter about rules and policies.

- b. Discussion of driveway- Sue and Terri will send letter to Schelling about the need to pave the driveway and our not having an easement to mow his property around the driveway.
  - c. Sue will call Don Pieske regarding the status of stoops units that need to be replaced through which company we can receive a deal. It was noted that some Satori properties and the unit belonging to Cherise Amos need new stoops.
  - d. Discussion of Garbage gate repairs and signs took place. Pam Baker will take with her sources for deals regarding signs.
  - e. It was noted that \$1000 was received from Maniaci on July 30<sup>th</sup>.
10. The next meeting was set for 7:00pm, Tuesday September 15<sup>th</sup> at the home of Pam Baker.
11. Meeting was adjourned at 8:30 p.m.