

# **The Westbrook Townhome Condominium Association**

## **A Non-Profit Corporation**

### **Board of Director's Meeting Minutes**

Tuesday, October 20, 2009

1. Vice President Andrea Ralya called the meeting to order at 7:17pm. Susan Murphy and Pam Baker were absent. Andrea gave mailbox keys for the west side mailbox to Terri Zdanowitz.
2. Secretary Lindsay Goodrich read the BOD meeting minutes from the September 15th meeting. Minutes were placed on file as presented.
3. Management Agent's report-
  - o Row of outdoor light posts on the west end and large light post at the drive has been successfully repaired.
  - o Terri is waiting for a reply from an accountant on the IRS reporting needs.
  - o Terri talked with Dave Rice about coverage of the association's insurance for any future needs of interior damage caused by roof leaks. Dave Rice gave website with information.
  - o Terri will have maintenance count how many stoops need to be replaced.
4. Treasurer's Reports-
  - o Dorie reported that the Comerica bank account has been closed.
  - o A check of \$228.23 for the reimbursement of property taxes was received from the county.
  - o It was announced that in November the reserve fund will be a separate line on the balance sheet to keep track of its growth.
5. Correspondence- Received notice of foreclosure for 20 Satori units for back taxes due. A bankruptcy notice for a current Westbrook owner was received. Owner has continued to pay association dues.
  
6. Old Business:

- a. Special Assessment review / Roof Replacement Finalized – review quote and decide on payment of invoice-
  - o Invoice from Billy White Roofing showed an additional \$400 for replacement of tarred siding on east side of the east building and \$2,200 for the replacement of 40 sheets of plywood. The total amount for the roof being \$15,280. The association has paid \$6,000 of the bill with a balance of \$9,280. 00.
  - o Lindsay Goodrich motioned to pay the remainder of the bill with the \$6,885.36 left from the special assessment and the rest from the association checking account. Dorie seconded; all were in favor. Motion carried.
  - o Discussion of power washing the two east side units took place. Andrea motioned to postpone power washing until the spring to allow time for members to vote on shingles or siding for the two story unit of the southeast building before roofing consummates this spring. Dorie seconded. All were in favor. Motion carried.
  - o Discussion of when to hold a meeting of members took place. No date was decided.
- a. General letter on rules and policies-No progress has been made since last meeting.
- b. Trash receptacles-No action Taken
  - o Board discussed interest in a weekly trash pick up service for parking areas as well as the lawn through All-Pro Realty or through our lawn care service. The board will look into the budget and discuss this further.
  - o Maintenance fixed hardware on the west side dumpster. Maintenance reported that the east side dumpster appeared to have been changed to a smaller size and did not require a new fence. Lindsay Goodrich will look into this to ensure the dumpster is in fact the same larger size that was placed there in June 2009 by request.
- a. Status of Goodrich mold remediation - On going. Friday Oct 23rd owners of 4524 will know the status of the remediation.
- b. Liens (Terri sent materials to SGM/received Friday, 10/16/09) - Terri gave the names of the five owners with past dues. Lindsay will email Terri and Sue with the breakdown of dues owed and late fees from June 2008-June 30th 2009 for the five owners. It was reported that Satori has been paying all current dues.

## 7. New Business.

- a. Enforcement issues at 1956 - In response to the noise level and disturbances Andrea will contact the neighbor who made the complaint and advise to contact the police and the board will continue to work on a general letter of policies and rules to send out.
  - b. The large dog at the south west unit of the south west building is still occupying the property. Notice was given to the renters. Terri will give notice to the owner that the dog must be removed from the property as its weight violates the bylaws.
  - c. Roof Leak at the McArthur Unit- Since the repair there has been no rain. Damage to the carpet and floor has resulted from the leak. Owner will check with her home owners insurance for replacement of damaged areas. The board will wait to hear the status of the leak after rainfall.
8. Next meeting date: November 17, 2009 at 7:15 p.m. Location to be announced.
9. Meeting Adjourned at 8:40pm.