

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION

A Non-Profit Corporation

MINUTES
BOARD OF DIRECTOR'S MEETING
November 17, 2009

1. President Susan Murphy called the meeting to order at 7:25pm.
2. Reading and disposal of any prior BOD meeting minutes from the October 20th meeting. Minutes were approved and placed on file.
3. Management Agent's report.
Terri announced that coupon books were mailed out last week.
Status of Satori foreclosures unknown.
4. Treasurer's Reports
It was requested to change the word Savings on the balance sheet to say Special Assessment Fund. Treasurer report was given and placed on file, subject to audit.
5. Correspondence- None.
6. Old Business.
 - a. Special Assessment review / Roof Replacement Finalized – review quote and decide on payment of invoice was done at Oct meeting. A reminder for the Dec 15th Special Assessment will be sent out with December statements.
 - b. General letter on rules and policies- The letter was read and edited by the board. Terri will add the amount of the fines from the bylaws to the letter and that all unpaid fines may be liened. Discussion took place about parking spaces.
 - c. Trash receptacles- Discussion took place
 - d. Status of Goodrich mold remediation- Remediation is now complete.
 - e. Liens (Terri sent materials to SGM/received Friday, 10/16/09)
Dorie motioned to write off outstanding balance of Kalinowski because he is no longer an owner and the current owner has brought his dues current. Pam Seconded. All were in favor. Motioned carried. Lindsay will get the breakdown for the four delinquent accounts and email them to Sue.

7. New Business.

- a. Concrete steps for units -Dorie motioned to pay \$1,829.79 for the 26 replaced stoops. Pam Seconded. All approved. Motioned carried.
- b. Snow removal- We are signed with Clark's Lawn and Snow removal for the driveway. For the month of December maintenance will shovel the sidewalks. The board will revisit our funds for sidewalk shoveling and salting in January.
- c. Power washing- No action taken.

8. Next meeting date was set for December 15, 2009 at 7:15 p.m. (Terri not here.)

9. Meeting was Adjourned at 9:30 p.m.