

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION

A Non-Profit Corporation

Minutes of
BOARD OF DIRECTOR'S MEETING
December 15, 2009

1. Call to order. Called to order at 7:25 p.m.
2. Reading and disposal of any prior BOD meeting minutes. Reviewed and approved November 17th minutes placed on file.
3. Treasurer's Reports. Reviewed/placed on file subject to audit.
4. Correspondence.
5. Old Business.
 - a. General letter on rules and policies. Done/sent/No action needed. Have Terri post on the other mailbox side so both sides see the notice.
 - b. Trash receptacles – additional pickups. Motion and second to use the “unscheduled visit” to handle overflows. Pam with call Terri when it is necessary. Passed. Ask Terri to have her staff watch for ice accumulating near the trash receptacles.
 - c. Liens. Susan has exhibits done but needs to review with Terri before filing because of some discrepancies.
 - d. Road. No report yet.
 - e. Fiscal reporting / budgets. Susan reported on the IRS and attorney information. Motion made and seconded to prepare bylaw changes for the May meeting to readjust the budget year and annual meeting date to coincide with a calendar year fiscal period. Passed.
6. New Business.
 - a. Satori Late Fees. Motion and seconded to waive the post July 1, 2009 late fees on the balance due as of July 1, 2009, totaling \$3,000, with the understanding all future payment will be timely and subject to late fees. Passed.
 - b. Rodent/Pest Control. Motion and seconded to enter into contract with Eradico Services, Inc. for monthly rodent/pest control. Passed.
 - c. Appropriate materials for “salting” sidewalks. Discuss with Terri the feasibility of having her staff salt sidewalks as needed as part of grounds maintenance with staff shoveling at 1 inch (for liability reasons) and revisit

costs at January meeting. Board will make interim decision through e-mail correspondence and make final decision at January meeting.

7. Next meeting date: January 19, 2010 at 7:15 p.m.
8. Adjourn at 8:15 p.m.