

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION

A Non-Profit Corporation

BOARD OF DIRECTOR'S MEETING

January 19, 2010 MEETING MINUTES

1. President Sue Murphy called the meeting to order at 7:17pm.
2. President Susan Murphy read the BOD meeting minutes from December 15th and Secretary Lindsay Goodrich placed them on file.
3. Treasurer's Reports were reviewed and placed on file subject to audit. Terri will provide Dorie and Sue with a budget to actual report.
4. Management Agent's Report- No action taken.
5. Correspondence- A Receipt of foreclosure for unit 1967 and tax foreclosure notices for Satori units were received.
6. Old Business:
 - a. Trash receptacles – Terri will have signs made to be posted in May on the fence surrounding the dumpsters to encourage proper disposal of garbage.
 - b. Lien-Discussion took place of including Michael Manley to the list. Sue will be filing a lien on his properties.
 - c. Sidewalk issues- Management Agent, Terri, told maintenance to shovel sidewalks when snow reached one inch and higher. Salt was provided to units and is available for all occupants to use.
 - d. Mailboxes- Last week Sue talked with the Postmaster. He is looking into the possibility of purchasing a new mailbox unit. Sue will give the Postmaster a call tomorrow.

7. New Business:

a. Satori request for medical companion dog 4637-Vice President Andrea motioned to approve authorization of the medical dog, so long as we have a medical prescription, a lease with a 30-day notice to quit, zero tolerance of complaints, dog is leashed, a hold harmless is signed, and the tenants otherwise comply with pet bylaw requirements. Dorie seconded. Motion carried.

b. Late fee calculations-Pam motioned to continue to assess late fees on the balance due and not individual installments. Dorie seconded and all in were in favor. Motion carried.

c. Vice President Andrea motioned we reimburse the original 12 owners --\$363.32 for their expenses and contributions to the stabilization of the association. Pam seconded. Motion carried.

d. February social - Will be discussed at workshop.

e. Annual Meeting agenda preparation – fiscal period bylaw amendments- Will be discussed at workshop.

f. Summer lawn care goals-Will be discussed at workshop.

8. Next Board meeting date: February 16th, 2010 at 7:15 p.m. at Pam Baker's home.

9. Special Board workshop date to be held Friday, February 12th at Lindsay Goodrich's home.

10. Meeting adjourned at 9:37pm.