

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION

A Non-Profit Corporation

BOARD OF DIRECTOR'S MEETING

March 16, 2010

Members: Sue Murphy, Andrea Ralya, Dorie McArthur, Lindsay Goodrich, and Terri Zdanowicz were in attendance.

1) Sue Murphy called the meeting to order at 7:15pm

2) Minutes from the February 16th board of directors meeting were read. Minutes were approved and placed on file.

3) Treasurer's Report was read and placed on file; subject to audit.

4) Management Agent's Report-Terri Zdanowicz gave update.

5) Correspondence-

Received letter from Tanya Sanford, owner of 4647, regarding past due amounts.  
Received new tax statement from Spring Arbor Township. Tax value of common areas went down \$82.00 and assessed value went up \$105.00.

Received lawn care quote of \$220 for spring clean up. During the fall it is \$220 per leaf clean up (does not include bagging).

Pam Baker motioned to accept the bid from D & W Clark's lawn care LLC and to authorize the management agent to sign the contract. Dorie McArthur seconded. All were in favor. Motion carried.

6) Old Business.

a) Liens - Reviewed outstanding balances. Discrepancy found on some. Will be corrected and filed this week. Satori and Holliday's already filed.

b) Annual Meeting agenda preparation - Letters, bylaw amendments, and agenda, were reviewed. Terri will send out the cover letter, bylaw amendments, and preliminary notice on Thursday, March 18th. Thirty days prior to the annual meeting a notice will then be sent again. Reviewed proposed annual budget. Dorie will correct the amount budgeted for lawn care. Terri will give specific amounts for snow removal, building repair and maintenance that were spent, to Dorie to ensure we budget the right amounts for next year.

c) Mailboxes- No action taken.

d) Well at 4529-No action taken.

e) Garbage Issue-Lindsay motioned to remove the front gates from the dumpsters to

reduce the amount of trash thrown around the dumpster. Andrea seconded. All approved. Motion carried.

f) Drainage Issue-Terri will have someone check drainage near west end dumpster.

7) New Business.

- a) Heather Huff basement leaks -Terri will check with Dave Rice to see if our association insurance has any coverage. Terri will have someone come out to look at Heather's unit and the building to see if it is a localized issue or a large scale building issue.
- b) Issue regarding Satori-No action taken.

8) Next Board meeting date: April 14th, 2010 at 7:15 p.m.

9) Meeting adjourned at 8:55pm.