

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION  
A Non-Profit Corporation

BOARD OF DIRECTOR'S MEETING MINUTES FOR  
May 11, 2010

Members: Sue Murphy, Lindsay Goodrich, Andrea Ralya, Pam Baker and Management Agent Terri Zdanowitz were in attendance.

1. Sue Murphy called the meeting to order at 7:28pm
2. Secretary Lindsay Goodrich read the BOD meeting minutes from April 7th.

Minutes were approved and placed on file.

3. Treasurer's Reports- Management Agent gave accounts receivable.
4. Management Agent's Report- Terri Zdanowitz will prepare updated Financials for the annual meeting.
5. Correspondence – Twenty - one delinquent 2009 tax notices for Satori units were received from the Jackson County Treasurer.
6. Old Business:
  - a. Annual Meeting agenda preparation - Secretary Lindsay Goodrich will prepare Power Point of all board actions from the past year. Management Agent Terri Zdanowitz will prepare a report summarizing all large projects that took place.
  - b. Well at 4529 - The repairs needed for the well have been completed and paid for.
  - c. Garbage containers - Waiting for a proof of the sign so the board can approve it.
  - d. Heather Huff basement leaks - Three quotes were received. One from Beamer Residential Builders for \$1,650, one from Mr. Sponge for \$720, and one from Beaver for \$675. Lindsay Goodrich motioned to move forward with the quote from the company Mr. Sponge for \$720 to fix the leak issue. Andrea Ralya seconded. Motion carried.
  - e. Asphalt update - Terri Zdanowitz will put in a request to have holes re-patched again.

7. New Business:

- a. Lien on 1967 Westbrook - Lindsay motioned to accept the banks payment of \$580 from the sheriffs deed forward and write off \$356.68 of the owners previous balance. Andrea Seconded. Motion carried.
- b. Leak in Unit 28 (Westbrook 1971)- Terri Zdanowitz will send a letter requesting permission to enter unit and investigate leak and potential mold.
- c. Power washing next roofing building -Terri Zdanowitz will get more quotes.
- d. Clark's spraying for weeds - Received quote of \$160 per application with recommended 4 applications per season, with a total of \$640. Pam Baker motioned to accept the quote of \$160 x 4 for the season and to amend the proposed budget for Tuesday's annual meeting to include this cost. Andrea Seconded. Motion carried.

8. Next Board meeting date: Set by new board after annual meeting.

9. Meeting adjourned at 8:55pm