

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION

A Non-Profit Corporation

Minutes of
BOARD OF DIRECTOR'S MEETING
Pam Bakers Home
June 22, 2010

1. Call to order – Sue Murphy called the meeting to order at 6:08 pm
2. Minutes – The Minutes from May 11, 2010 were approved and placed on file
3. Treasurer's Reports – Placed on file subject to audit.
4. Management Agent's Report - Pam motioned to extend the management agreement to December 20,2010; seconded; motion carried.
5. Correspondence – Secretary Heather received all past documents from previous secretary.
6. Old Business.
 - a. Annual Meeting recap
 - b. Well at 4529 - resolved and completed
 - c. Garbage containers – signs and doors – resolved and completed.
Discussion of ongoing trash issues.
 - d. Heather Huff basement leaks – resolved at this time
 - e. Asphalt update – tabled to next spring
 - f. Lien on 1967 Westbrook –payment received and lien released.
 - g. Power washing on newly roofed buildings – Brenda moved to hire Grime Busters at \$700 for 4520 and 4521 buildings; seconded; motion carried.
 - h. Clark's spraying for weeds – Terri Zdanowitz will follow up.
 - i. Roof repairs on building "3" – insurance claims / units 4553 & 4641 – Pam moved that we pay for the repairs and do not submit insurance claims; seconded; motion carried.
7. New Business.
 - a. New basement leaks -- 1958 and 1960 – Heather motioned to proceed with basement \$915 for unit 1958; seconded; motioned carried. Pam abstained. Andrea motioned to proceed

with basement \$860 for unit 1960; seconded. Brenda handled the motion. Motion carried. Susan abstained.

Discussion on 3 new leaks involving 4641 (\$1500) 4631 (\$415) 4645 (quote pending). Andrea moved that we take \$7600 out of reserves into the checking account for the purposes of these foundation repairs; seconded; motion carried. Pam motioned to create a line item for foundation repairs; seconded; motion carried. _____ moved to fix foundations 4641, 4631, and 4645 consistent with the quotes received, subject to email confirmation of the quote for 4645; seconded; motioned carried.

- b. Police patrols for car related thefts – Terry Zdanowitz to follow up.
 - c. Mold in unit 1971 –Susan to obtain title search, mortgage and liens. AllPro entered unit to confirm mold issues reported to board member. Certified mail was returned as unclaimed. Matter will be reviewed at next meeting.
 - d. Roof leak 1967?? – roof leak has been repaired on the outside.
 - e. Next roof and re-bidding - Shingles \$27,252 for Billy White, McIntyre \$24,000. Siding \$35,840 Billy White, McIntyre \$28,600. Susan will check with a building inspector as to the need for roofing of these building now – and in what order.
 - f. Landscaping discussion of quote for \$975. Motion by Andrea that we hold a clean up day on July 10th 8:30am in lieu of hiring it out; seconded; motion carried.
8. Next Board meeting date: July 27th, 2010 at 6:00pm.
9. Adjourn at 8:50pm.