

The Westbrook Townhome Condominium Association
A Non-Profit Corporation
MEETING MINUTES

BOARD OF DIRECTOR'S MEETING
Andrea Rayla's Home
September 7, 2010

President Murphy called the meeting to order at 6:37 pm. Susan, Pam, Brenda, Andrea and Terri were present.

Minutes were accepted with one change (change "Agenda" to "Minutes") and placed on file as presented.

Treasurer's reports: Placed on file subject to audit. Terri will have preliminary 2011 budget done and send to BOD by Sept 14th. Any changes need to be made before Sept 19th, which is when it needs to be mailed out to all owners along with the annual meeting notice and agenda.

Management Agent Report- Quote from McIntyre Construction to repair the roofs as needed and install Diverter Channels over each window on the three (3) remaining buildings. The total quote is \$6,100. Motion made by Andrea to present this information at the annual meeting and recommend that the association repair these 3 buildings, as quoted, and keep the remaining funds from the roofing special assessment on reserve for future roof repairs. Seconded by Brenda and approved by all.

Correspondence

- Resignation letter received from Heather Huff. Motion by Pam, seconded by Andrea to accept the resignation. Approved by all.
 - Motion by Pam, seconded by Brenda to appoint Andrea to fill the secretary role on the Board of Directors until the annual elections on October 19th. Approved by all.
- Foreclosure notice received by Orleans company handling 4524 Westbrook Dr, Unit #49. Sheriff sale is on 9/29/10. Association dues are up to date on this Condo so no action is required by the Association.
- Delinquent Tax Notices received from the Jackson County Treasurer on all 21 Satori owned units. They are for the tax year 2009.

Old Business

- Unit 1971 Ownership- Bank sued to Quiet title in Casinelli's name (owner). Different options on collecting back dues were discussed and Susan will check into what legal action we may be able to do.
- Outstanding Leak Issues- No new ones have been reported

New Business

Annual meeting is on October 19th. Terri will mail out the budget, notice of meeting, agenda and ask for volunteers to fill the open positions: President, Treasurer, Secretary and Member at large. Brenda (Vice President) is the only one on the current board who will remain in her position. Meeting will begin sharp at 5:30 pm and location is to be determined, pending what Pam, Brenda and Andrea come up with.

Next Board meeting: September 28th at 6:30 pm @ Susan's.

Adjourn: at 8:15 pm