

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION

A Non-Profit Corporation

MINUTES
BOARD OF DIRECTOR'S MEETING
Susan Murphy's Unit
November 17, 2010
5:30 p.m.

1. Call to order : President Hickman called the meeting to order at 5:38 p.m.
2. Minutes: The Minutes from the September 7th, September 28th, and the October 19th Executive Committee Meetings were accepted as presented and placed on file.

3. Treasurer's Reports:

Murphy moves to transfer \$6100 from the special assessment fund for roofs to cover the repairs to the roof as approved at the Annual Meeting and Executive committee meeting held on October 19, 2010. Don seconded. Carried.

Satori payment of \$1,000 was received as promised during the Annual Meeting.

Terri will send Susan the information to file lien on Unit 45.

Treasurer's reports were placed on file subject to audit.

4. Management Agent's Report

Cleaned all the gutters and drains out. Budget as approved was entered into software.

5. Correspondence

Received from tax foreclosure as to Michael Manley-4548.

6. Old Business.

- a. Review Annual Meeting events – no action taken.
- b. Unit 1971 – tenants are moving out/no info on Casinelli.

- c. Status roof repairs – Terri's staff will do a walk through to ensure everything was done. Unit 1959 – patch was leaking; all plywood was replaced and re-shingled (\$400.00).
- d. Leaf clean up – Doug moved to re-bid lawn care. Brenda seconded. Carried. EC to consider bids at the February 2011 meeting.

7. New Business.

- a. Website: Don and Beth to visit with Dave/Lindsay Goodrich to get the Association fully responsible for management of the website.

8. Next Board meeting date: January 19, 2011 at Don's unit (1969).

9. Adjourn: Meeting adjourned at 7:30 p.m.