

The Westbrook Townhome Condominium Association

A Non-Profit Corporation

Minutes for the meeting of the Board of Directors (BOD)

March 16, 2017

- Call to Order:

Meeting called to order by President Phil Moore at 3:08 p.m. Members present: Phil Moore, Paula Moore, Ken Gibbs, Marcy Bradley, Rita Dorn, and Terri Zdanowitz

- Approval of Minutes:

Motion by Marcy to approve minutes for February. Seconded by Ken, motion carried. Minutes for February 16, 2017 approved and placed on file.

- Treasurer's Report:

- 1) Agent Terri Zdanowitz advised garnishment on unit 13 was filed for second time but no collection to date.
- 2) Late payments due on units 17 and 49, reminder letter will be sent by All-Pro. Lawsuit will be filed if outstanding balance is not addressed.
- 3) Unit 11 collectability unknown, letter to be sent by All-Pro to attempt some resolution.
- 4) Financials for February 28, 2017 approved for audit and placed on file.

- 4. Agents Report: Nothing to report

- 5. Correspondence: No correspondence received

- 6. Old Business:

- 1) Water in basement in 4544. Hoping pump replacement resolved the issue.
- 2) Cost to replace pump in 4544 by Brewer's totaled \$1,853.50. We are now over budget in Pump R&M category.
- 3) Start date for next roof replacement. Terry will contact Axion to confirm date.
- 4) Modification agreement approved for 4545.
- 5) Keys for units with tanks and valves requested for emergency access only. Push back from some units on providing keys.
- 6) Next roof assessment payment is due April 1st. All-Pro to send reminder letter.

- 7. New Business:

- 1) All-Pro to get estimate on cleaning out drains, possibly from Minute Man.
- 2) All-Pro to follow up with Lester Brothers on drain replacement-Bldg 1, per last year's quote.
- 3) All-Pro to confirm Axion will assess windows as roofs are replaced, for proper installation to avoid future leaking.