

The Westbrook Townhome Condominium Association

A Non-Profit Corporation

AGENDA

December 13, 2016

1. Call to Order: President Phil Moore called meeting to order at 3:01. Phil Moore, Marcy Bradley, Ken Gibbs, Rita Dorn, Paula Moore, and Agent Terri Zdanowitz.
  
2. Approval of Minutes:
  - a. BOD minutes of October 18<sup>th</sup>, 2016. Motion by Marcy to approve, Rita seconded, carried.
  - b. Minutes of current meeting reviewed. Motion by Ken to approve, Marcy seconded, carried.
  
3. Treasurer's Report: Financials for November 30, 2016 were reviewed, approved and placed on file subject to audit.
  
4. Agents Report:
  - a. Lester Bros. no longer under consideration for repair of drain extensions due to lack of interest on their part.
  - b. 4 unpaid units for special roof assessments.
  - c. 4641 repaired by All-Pro
  
5. Correspondence: Multiple tax foreclosure notices received for 20 Satori units. Have until March 31, 2017 to pay.
  
6. Old Business:
  - a. Roofing dates for building 1 and 2 will be scheduled for May 1<sup>st</sup>. Terri will contact them regarding this timeline.
  - b. Issue of pet waste removal discussed and tabled at this time.
  - c. Management agreement executed by President Phil Moore.
  - d. Unit #1967 roof repaired completed. Resident satisfied with repairs.
  
7. New Business:
  - a. Dumpster doors removed for winter being stored at All-Pro. Drainage problems with viable solutions will be addressed in spring.
  - b. Rita will contact Pam Adams regarding decision as to how to contact Satori residents relating to Urgent Communication Group Text.