

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION  
A Non-Profit Corporation

Minutes of the  
BOARD OF DIRECTOR'S MEETING  
December 9, 2014

1. Call to order at 6:31 p.m. With Don, Phil, Susan, Ken, and Terri present.
2. Reading and disposal of any prior BOD meeting minutes: Don moved and Phil supported adoption of the October 21<sup>st</sup> minutes as amended. Carried.
3. Management Agent's report: see below discussions.
4. Treasurer's Report: Accepted and placed on file subject to audit.
5. Correspondence.

Notice of County Tax Foreclosure on Todd Jones' unit.  
Traveler's claim is acknowledged.  
CPA audit will be \$315 for same type of audit; \$500 for full audit.

6. Old Business.
  - a. 2015 Budget – **no issues to discuss as budget adopted.**
  - b. New tenants – puppies; huskie in Blair's unit. Review of prior Lease provision and Pet Agreements. No action at last meeting time. **No further issues since last meeting.**
  - c. Parking Lot /spaces – Agent to send letter that each unit has two parking spots. Overnight guest parking should be within unit spaces or with approval of a neighboring unit's space. **This has been completed.**
  - d. Unit 1964 – roof and window damage. Ratify e-mail motion to pay Association portion of \$250. **Don moved and Phil seconded. Carried.**
  - e. Drains, etc.—**too late in the season to address at this time. Tabled to Spring.**
7. New Business
  - a. Alleged injury claim for injury at garbage – slip and fall: **Nothing received yet.**
  - b. Rita's unit status: **Completed.**
  - c. Any issues with forthcoming snow removals – rocks not moved yet – **no action taken.**
  - d. Fall – clean up issues – wells left with leaves – **Terri's team to do eaves and wells.**
  - e. Salt Comparable distribution – more than \$10 landscaping costs. Continue as last year.
  - f. Treasurer's audit – Don reports he is reviewing miscellaneous work orders.
9. Next meeting date: February 17, 2015 at 6:30 p.m. at Don's unit.
10. Adjourn: at 8:00 p.m.