

The Westbrook Townhome Condominium Association  
A Non-Profit Corporation  
Minutes of the Board of Directors' Meeting  
January 12, 2016

1. Call to Order: SGM called to order at 6:38 p.m.
2. Reading and disposal of prior Minutes –approved as amended
3. Management Agent's report - no report
4. Treasurer's report - financials; adjustment made to reflect accurate reserves to equal \$71,937 at end of year 2015. Journal entry was in the amount of \$3,113.33. Recap of 2015 final was \$22,000 under budget ~ consisting of under budgets for building repair & maintenance, fence repair, foundation repairs, grounds & lawn maintenance. Treasurer report placed on file subject to audit.
5. Correspondence  
Letter sent to insurance company advising the company that we cannot do hard wired smoke alarms, but our plan on the roofs. Underwriter is having the recommendations waived given our plan on the roofs.
6. Old Business:
  - a. Report on window repairs – Rita's unit is done.
  - b. Dog – As of December 11 – we have a lease with a medical certificate for a service dog. Tenant advised to properly care for the dog because of concerns.
  - c. Management Agreement
    - i. All-Pro is currently covered as an Additional Insured on the policy. Table the agreement to next meeting.
  - d. Insurance issues / Special Assessment needs
    - i. Insights from Satori Corporation – tabled to next meeting
  - e. Status of Doug's unit ~ is completed.
7. New Business
  - a. 1969 Wall leak –Terri will get someone out here tomorrow given nature of damage.
  - b. Snow Removal – discussed today's lack of plowing with Terri.
8. Next Meeting: March 15 at 6:30 p.m. Susan's unit
9. Adjourn at 7:55 p.m.