

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION

A Non-Profit Corporation

Minutes of the  
BOARD OF DIRECTOR'S MEETING  
January 29, 2014

1. Call to order: Susan called the meeting to order at 6:41. Heather contacted and said she would be late.
2. Reading and disposal of any prior BOD meeting minutes – Don moved to approve; Phil seconded; carried.
3. Management Agent's report:
  - All water tests are now negative!!!
  - Unit 4635 - the lock box holes appears to have been repaired. Tenant has not returned calls regarding the basement leak.
  - Unit 1969 – leak repaired by Mr. Sponge. No further problems.
  
  - Unit 4528 – paid past dues current and Agent filed the release of lien.
  - Annual meeting minutes to be distributed to committee for approval.
4. Treasurer's Report—placed on file subject to audit. We ended 2013 with an over budget of \$732 attributable to some of the repairs.
5. Correspondence. None
6. Old Business.
  - a. Asphalt repair /Long term options – tabled to next meeting
  - b. Audit/Review status – Agent to follow up on 2/4/14
  - c. Ramp at unit 4524 – modification agreement submitted; Don moved that the modification agreement be approved subject to the Co-owner approving the additional requirement that the co-owner must remove the ramp if a resident does not require ADA accessibility or the property is vacant over 60 days. Phil seconded; carried.
7. New Business
  - a. Taxes – Karl Schelling discussion; matter is taken under advisement.
  - b. Unit 4548 – repair activity happening in the unit
  - c. Unit 1964 – damage to bedroom from roof leak from the ice build up. Cost is \$1,1000. Katz Construction quote of \$1,100 for full repair. Phil moves to approve; Don seconded; carried.