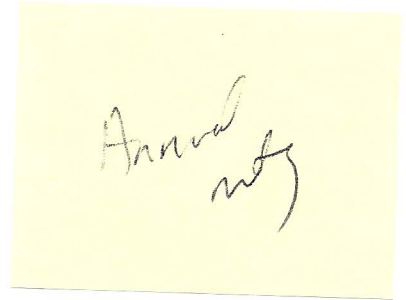


The Westbrook Townhome Condominium Association

A Non-Profit Corporation

Minutes for the ANNUAL MEETING

October 18, 2016



President called the meeting to order at 7:04 p.m..

Members present: Susan Murphy, Phil Moore and Paula Moore (2 votes), Marcy Bradley, Ken and Linda Gibbs, Pamela Adams, Dennis Brooks – representing Satori (4 votes), Matt and Amy Taylor, Dorie McArthur, and Rita Dorn. There were 2 proxies presented: Ted M. Wray, and Donald Hickman. Total for quorum of 15 met. Also present was Agent Terri Zdanowitz for All-Pro Property Management.

Dennis supplied notice of Land Contract between Satori and Pam Adams.

Proof of notice of mailing was submitted and placed on file.

Approval of last year's meeting minutes: Minutes from Annual Meeting of 2015 approved by committee of Marcy Bradley and Paula Moore. Committee to approve this year's minutes of Annual Meeting consists of Amy Taylor, Dorie McArthur, and Rita Dorn.

PRESIDENTS REPORT: A verbal report from the President summarized the various items that were accomplished in the community during 2016. One roof, gutter and downspouts replaced on Building #3 completed by Axtion. Blacktop for entire community – patching and sealcoating was done. Striping completed. As of this meeting all pressurized holding tanks have been replaced. Discussion of completion of capital projects and 2017 budget followed later. Litigation of slip and fall Hedgspeth v. Westbrook and Satori E1P8131 settled for \$51,000.00. Motion by Paula to accept the Presidents report, seconded by Phil. All in favor, motion carried.

TREASURER'S REPORT: Marcy distributed handouts of the financial report from 9-30-2015 to 9-30-2016 and explained in detail. The Lally Group (CPA Firm) completed the 2015 audit with no items of concern. Secretary received copy of CPA audit for 2015. Motion by Phil, seconded by Ken to accept financial reports and place on file subject to audit. Motion carried.

ELECTION OF DIRECTORS: 3 seats up for election. Dorie McArthur nominated Ken Gibbs, Phil Moore and Sue Murphy. Sue Murphy declined, Phil Moore and Ken Gibbs accepted. Nomination of Rita Dorn submitted and accepted by Rita. Motion by Paula to enter a single ballot cast for nominees submitted. Marcy seconded. All in favor, motion carried.

NEW BUSINESS: Marcy initiated the discussion of Urgent Communications within the Community. This would include the rare circumstance when information impacting all residents needs to be delivered in a timely, effective manner, ie. Moving of cars for snow plow access. Surveys to be filled out as to preferred manner of communication. Yard Sale money from sale of 2015 will remain in account. Motion made by Rita Dorn to have yard sale in 2017, seconded by Dorie McArthur. All in favor, motion carried. Discussion relating to the issue residents cleaning up after their pets presented by Dorie McArthur. Asked to remind all residents of their responsibilities if pet owners. Discussed putting up disposal bags and trash cans in common areas.

CAPITAL BUDGETS and 2017 BUDGET: 2 roofs, building's 1 and 2, including gutters and downspouts budgeted for through Special Assessment accrued January, March, and October 2017. General discussion and answer period regarding 2017 budget. Unanimous vote to adopt budget for 2017 passed.

Motion by President Sue Murphy to adjourn, seconded by Paula Moore. All in favor, meeting adjourned at 8:15 p.m.