

The Westbrook Townhome Condominium Association
A Non-Profit Corporation

Minutes for the meeting of the Board of Directors (BoD)

September 29, 2016

1. Call to Order: Meeting called to order by President Susan Murphy at 7:01 p.m. Members present: President Susan Murphy, Phil Moore, Ken Gibbs, Agent Terri Zdanowitz, Marcy Bradley, Paula Moore.
2. Approval of Minutes: Reviewed, and archived including: August/25/2016, September/1/2016, September/8/2016. Motion to approve by Phil Moore, seconded by Marcy Bradley. All in favor, motion carried.
3. Treasurer's Report: August financials placed on file subject to audit.
4. Agents Report: General discussion. All Pro to include all Board Members in any interactions regarding issues with all of the Westbrook properties.
5. Correspondence: No new correspondence to report.
6. Old Business: Discussion pertaining to the basements that leak. Basements: #4635, 4631, 4641, scheduled to have been fixed today. Other units with basement leaking issues being addressed. Quote received from Mr. Sponge, awaiting second quote from different vendor. Repair of blocked or broken trenches draining water from eaves also waiting quote from vendor. Brewers to make appointment with Phil Moore regarding issue of corrosion around main water shut off valve. Gutters are scheduled to be cleaned twice a year, in spring and fall. Discussion regarding west dumpster. Front door to be removed for winter and stored to facilitate garbage removal without further damage to door. Agent Terri Zdanowitz will draft a note for the door removal and storage. Roofing contract resolved. Motion for repair of soffit on Building #3 made by Marcy Bradley, seconded by Phil Moore. All in favor, motion carried.
7. New Business:
 - a. Regarding discussion of Management Agreement with All Pro: changes to Management Agreement reviewed. Marcy Bradley moved for the adoption of the Agreement with agreed modifications and a 2 year duration beginning October/1/2016. President Sue Murphy given authorization to execute the amended Management Agreement when finalized. Phil Moore seconded. All in favor, motion carried.
 - b. Motion to replace steps and install hand railing for unit# 4528 made by Paula Moore, seconded by Marcy Bradley. All in favor, motion carried.
 - c. Snow plowing quotes for winter season reviewed. More information needed. Will receive requested answers via email.
 - d. 4647 new foundation complaint
 - e. Sinkhole at 1966
8. Meeting adjourned at 9:20 p.m.