

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION
A Non-Profit Corporation

BOARD OF DIRECTOR'S MEETING
Minutes of the September 2, 2015

1. Call to order: Susan called the meeting to order at 6:30 p.m. with Ken, Don, Phil, Roger, and Terri being present.
2. Reading and disposal of prior BOD meeting minutes ~ Phil moved adoption, Don seconded. Motion carried.
3. Management Agent's report ~ Audit was completed on 7/31/2015. Copy given to secretary for keeping with the corporate documents.
4. Treasurer's Report ~ placed on file subject to audit.
 - Phil moved that we move \$1,000 from pump reserve to pump repair and maintenance. Don seconded. Carried.
5. Correspondence.

No update on the slip and fall allegations.
Satori units 2014 tax year notices for all 21 units received.
Confirmed insurance change saving us \$640 eff 8/11/2015 received ~ Citizens Hanover.
6. Old Business.
 - a. Status of Spring walk through issues
 - SGM advised that Schelling said we cannot cut down the tree, but we can mow up to 10-15' behind building 1.
 - Agent to get a quote of paving parking area in front of building one for April 2016
 - Agent to get quotes on roofing of buildings 1, 2, and 3
 - Agent to consult additional people for diagnosis of window leak issues
 - Agent to follow up with Doug Nowlin re: cleaning the attic for access.
 - b. Treasurer's audit
 - Request for cost to date of roofing repairs; estimate is \$3,785
 - c. Status of Basement leaks discussed at August meeting
 - Mr. Sponge approved for repairs to start on Sept 15.
 - All pro to begin the holes only issues with a cap of \$400 for the two units. Phil moved. Ken seconded. Motion carried.
7. New Business
 - a. Annual meeting details ~ budget to be approved by e-mail.
 - b. Goals moving forward ~tabled for discussion at Annual meeting.
 - c. Unit 4545 Tank. Brewers to replace tank in unit; pressure poor. Don moved. Ken seconded. Motion carried. Phil abstained.
 - d. Dog unit 4633 ~ no response to any noticed. Don to take photos if dog is still on property.
8. Next meeting date – October 6 at 6:30 p.m.
9. Adjourned at 8:45 p.m.