

THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION  
A Non-Profit Corporation  
MINUTES OF BOARD OF DIRECTOR'S MEETING  
November 08, 2012

Meeting called to order at 6:40 p.m.

Present: Heather Huff, Rita Dorn, Phil Moore, Ken Gibbs, Susan Murphy, and Terri Zdanowitz

I. Old Business

Westbrook Sign – Heather moved to authorize Terri to sign the contract with Johnson Sign for the new sign with the costs coming out of the 2013 budget. Phil second. Motion carried.

II. New Business

A. Election of Officers

Heather moved that the following be elected as officers of the Association:

President/Secretary: Susan Murphy

Vice President: Heather Huff

Treasurer: Phil Morris

At Large: Rita Dorn

At Large: Ken Gibbs

Phil seconded the motion. Motion carried.

- B. Board meetings: The board will meet on a bi-monthly basis. Susan will secure a conference all account so that when necessary meetings may be held by phone with all participating by phone.
- C. Website: The Board discussed website updating and maintenance. Rather than hire a person at this time, the Management Team will maintain the website to determine the amount of work, amount of time, and type of needs. This will be reviewed in a few months to determine whether outsourcing this task is necessary and the possible monthly costs to outsource. Beth Harshburger is interested should this task be outsourced.

Adjourned at 7:47 p.m.