

**Westbrook Townhome Condominium Association**  
**A Non-Profit Corporation**

Minutes for the Board of Directors

June 21, 2017

1. Call to Order: Call to Order by Phil Moore at 3:08 p.m. Present: Phil Moore, Paula Moore, Marcy Bradley, Ken Gibbs, Rita Dorn, Agent Terri Zdantowitz.
2. Approval of Minutes: Motion made by Marcy to approve minutes of May 9, 2017. Rita seconded. Motion carried. Placed on file subject to review.
3. Treasurer's Report: Motion made by Rita Dorn to approve May's Financial Report, Seconded by Marcy Bradley. Motion carried. April Financial Report approved. Placed on file subject to audit.
  - a. Delinquent account discussion: Letters sent out. Unit 11 meeting payment arrangements.  
Unit 16 no response to letter from All-Pro, lien has been put on property. Units 13, 17 and money Judgement has been filed. Unit 37, lien has been placed.
  - b. All of the Satori liens are in the process of being released.
4. Agents Report: Multiple Jackson County delinquent tax notices received for Satori properties. Planning on Financial Annual Review by Lally Group, engagement letter has been signed. Problem regarding Jeep Liberty that is parked in overflow area. This area is designated for guests and limited temporary parking.
5. Correspondence: Letter addressed to board dated 6/6/17 signed by occupants of building 1 related to concern over no prior notice regarding the roofing schedule. Noted by board. Of note-Residents of building 2 were given prior notice after this was brought to the board's attention.
6. Old Business:
  - a. All Pro has completed all walk through items that were approved for them to complete.
  - b. Members will do a walk thru to confirm.
7. New Business:
  - a. Arbor Stone quoted \$1954.00 for four sets of 2 steps and \$2650.00 for four sets of 3 steps.
  - b. The board needs to confirm who the contact person is at Satori (it needs to be only one person) and Pam's voicemail needs to be changed to say "Satori" and not "Westbrook". All Pro will advise via letter.
  - c. Will follow up with All Pro regarding doing weeding and trimming at \$914.00, mulch around buildings trees and bushes following walk thru.
  - d. Rooney's to return to modify repair of fencing on building 2.
  - e. Jeremy needs to sign off on final roof replacement of building 2.
  - f. Marcy made motion to approve additional four sets of 3 steps 4556, 4540, 4536, 4520. Paula seconded
  - g. Rita to check into community sale.
8. Adjourned: Meeting adjourned at 4:30 p.m.
9. Next Meeting: Scheduled for August 8, 2017 at 3:30 p.m. at 4541.