

# THE WESTBROOK TOWNHOME CONDOMINIUM ASSOCIATION

## A Non-Profit Corporation

### Minutes of the ANNUAL MEETING October 15, 2013

1. Call to order: President called meeting to order at 6:05 p.m.
2. Proof of Notice of Meeting:  
Attendance sheet attached- 25 unit owners are eligible to vote; 13 eligible unit owners were present including 2 units by proxy. A quorum was present for voting purposes.
3. Approval of Last Year's Meetings: A committee approved the Minutes of October 2012 meeting and placed on file. All members received copies in the Agenda packet. The President appointed the 2013 Annual Minutes Review committee including Rita Dorn, Amy Taylor, and Paula Moore.
4. President's Report: A verbal report from the President summarized the various items that were addressed around the community during the 2013 calendar year.
5. Treasurer's Report: Bob moved that the treasurer's report of August 31, 2013 be accepted subject to audit/review. Heather seconded. Motion carried. Bill and Brenda raised the issue of when the last audit was done. Reference to the Bylaws Section XIV reveals that we can have a review or an audit. President directed the Agent to determine the cost of a review from the CPA who does the corporate tax return.
6. Election of Directors: Nominations from the floor for three board member openings included Doug Nowlin, Don Hickman, Rita Dorn, Heather Huff, and Ken Gibbs. After silent ballot was cast, Heather, Don, and Ken were voted to the board.
7. New Business
  - a. 2014 Budget – Bob motioned the adoption of the 2014 Budget as presented; Don seconded; motion carried.
  - b. Asphalt Quote / Payment Options – After a discussion regarding the single quote for the asphalt, the consensus was for the President to discuss the situation with representatives from Satori. Based on that discussion, the board could then set a special hearing for January to make a final decision.
8. General Discussion of any items – conversations were made regarding communication deficiencies between members and the management group. Agent will attempt to ensure communications are more direct with relevant members following inquiries and more general communication with members in general. The board expects some communications will be resolved once the website is up. Bob raised the issue of the door sashes; the board will review this at its next meeting. Ongoing inquiry regarding the unsolicited newspaper drop-off on Saturdays was resolved by asking the Agent to address this with the newspaper again.
9. Adjourn: meeting adjourned 7:55 pm