

CLEARBROOKE TOWNHOUSE CONDOS BOARD OF DIRECTORS MEETING

August 8, 2019

The meeting was duly posted.

Meeting Called to Order: 638pm by Tony Armer

Quorum Established (Present BOD: Tony Armer, Kiva Alvarez, Scott Grant, Tulio Zuloaga, Michele Pedulla)

Meeting Notice Verification

Ameri-Tech: Robert Kelly

Homeowners: Karl Kluss (1817) Margaret Rogan (1866) Krunal and Puoja (1823)

Board of Directors Organizational Meeting:

Assignment of Elected Board Members

All in favor to keep positions held in 2018-2019

Board for 2019-2020:

Tony Armer **President**

Scott Grant **Vice President**

Tulio Zuloaga **Director**

Kiva Alvarez **Treasurer**

Michele Pedulla **Secretary**

BOD Organizational Meeting adjourned 639 pm

Old Business:

1. **1823 Termite damage:** The extent of termite damage to 1823 was discussed and the responsibility of the Association was discussed. The homeowner was present and had his questions answered. Two quotes, from J Bolt and Specialty, were reviewed via email and agreed for J Bolt. The amount of \$34,125 may be a little higher once they have been able to open up the areas to check for further damage. Looking at our operating balance sheet, the board discussed options to pay this. The deposit for the termite tenting came out of the deferred maintenance and this has reduced to about \$12,000. The monthly payments for termite tenting will come out of the General Fund. Reserves for Painting is at \$38,073.20. Discussed moving these funds to Deferred

Maintenance and the need for owner agreement. The other option is a special assessment that would need to be paid within 2-4 weeks of about \$400 per owner. Board agreed unanimously to move forward with sending out a letter to all owners and arrange for a meeting 2 weeks after the letter is created for owner vote. If the vote is not a quorum (via proxy or person) or if it is a quorum and is not a majority in favor of moving the funds from reserves painting to reserves deferred maintenance, then a special assessment will need to be applied immediately. For future budgets, a line item to include reserves for structural damage will likely be created.

2. **Tenting:** Tenting has been completed for drywood termites and is under warranty. Discussed considering subterranean coverage and Bob will talk with Haskell's for price to consider in next budget.
3. **New Fence:** Deposit already accepted, and supplies are at Florida Fence. Bob will talk to Florida Fence about holding off on installation until after termite damage has been handled, likely in mid-September to early October.

New Business:

1. **Delinquencies:** 60 days are going to attorney; reviewed the list and all agreed with plan for 60 days and over to attorney. Discussed each unit and agree with plan. Amount is about \$10K. Move 1883 to pre-paid.
2. **Compliance Issues:** Discussed 1801 rental without completing application, in process now and should be all complete by next week.

Homeowner Discussions:

1. Discussed damage from tenting, carports.

NEXT MEETING: TBD after letter is mailed out, likely around 8-27 for Member Meeting and have next Board of Directors Meeting immediately after around 630 pm in Clubhouse

MEETING ADJOURNED: 744 PM Motion by Tony, Seconded by Tulio