

Approved
11-21-17


**CLEARBROOKE TOWNHOUSE CONDOS
BOARD OF DIRECTORS MEETING**

August 9, 2017

The meeting was duly posted.

MEETING CALLED TO ORDER: 628 pm by Tony Armer

PRESENT:

BOD: Tony Armer, Scott Grant, Jim Zampieri, Kiva Alvarez, Michele Pedulla

Ameri-Tech: Nichole Allard, Phil Colettis

Homeowners: Ron Weining (1882), Tulio Zuloaga (1850), Donna Kamp (1808), Zuhra Hadzic (1818), Rick Hutnak (1856), Michael Lansing (1822), Margaret Rogan (1866), Donna Watts (1840), Jeanne Finan (1810), Maria Lackey (1896), Teresa Daniels (1804), Dianne Twomey (1806), Steve Bacon (1804)

APPROVAL OF MINUTES:

Silent reading of minutes of previous meeting motion by Tony, seconded by Scott.

Minutes were approved. Motion by Tony, seconded by Scott.

APPROVAL OF FINANCIALS:

Discussion about July report and need for last full month report when meeting.

- July report require further explanation of insurance monthly payments on the report and to ensure that there are funds available to pay this. Phil explained.
- July report question about insurance appraisal: was on auto-renew and is now off of auto-renew. Will not renew at this time.
- Motion to approve financials by Tony, seconded by Kiva.

OLD BUSINESS:

- **Roles and Responsibilities of maintenance staff**
 - Change to Ameri-Tech
 - Consider workload and reduction in staffing to 1 full time and have a "floater" available from Ameri-Tech to assist with larger projects
 - List of responsibilities
 - Daily activities
 - Prioritizing
 - Weekly activity sheets completed by each staff member
- **Fence repair progress and plan for rest of the project**
 - Fences being completed based on the list of condition created by maintenance staff, four are up, two are underway

- Question if panels would be more cost-effective than building plank by plank
- Question about fence built that encloses boat trailer
- **1801-1807 and 1809-1815 Roof Updates**
 - 1st building complete, 2nd building should be complete by the beginning of next week
 - Issues including double layer of removal needed, will not know if this is the case for all buildings until removed
- **Review termite treatment quotes**
 - Discussed subterranean termite treatment to consider for 2018 budget
 - Had coverage that expired in 6-2016
 - 3 quotes, all use Sentricon
 - Drywood termite treatment discussed, will revisit all quotes and find out quotes for drywood termite treatment
- **Decision on how to proceed with the Dog Park**
 - Attorney contacted: OK to be approved by majority of the BOD if less than \$5000 (estimate about \$1000)
 - Already approved by previous BOD
 - Will add to list of projects for maintenance staff

NEW BUSINESS:

Review of Association-Owned unit

- Not listed as rental income, since can be taxed on it
- Need a copy of the lease, Nichole reached out to Sharron Nichols without response yet

Budget Workshop to Schedule for September

- Scheduled for Tuesday, Sept 12 from 6-8 pm at Ameri-Tech

Maintenance Staff Allocation

Manager's Update:

- Received many email addresses for homeowners
- Reviewed email to send out to homeowners in respect to adherence to the rules, recycling options, and new garbage can availability. Will review via email for final approval before sending out
- Website update

Homeowner Concerns

MEETING ADJOURNED: 825 PM Motion by Tony, Seconded by Scott