

CLEARBROKE TOWNHOUSE CONDOMINIUM ASSOCIATION

Meeting Minutes

March 23, 2017

I. Call to order

Tony Armer called to order the regular meeting of the Clearbrooke Condominiums Association Board of Directors at 6:09 p.m. on March 23, 2017 at the Clubhouse.

II. Roll call

Tulio Zuloaga 1850, conducted a roll call. The following persons were present: Tony Armer 1857, Kiva Alvarez 1874, Scott Grant 1870, and Phil Colettis with Ameritech.

III. Approval of minutes from last meeting

Scott Grant made a motion for a silent reading of last meeting minutes and to approve the minutes, second by Tony Armer. All in favor. Motion carried.

IV. Financials

After a series of questions from Kiva Alvarez about the insurance appropriations and answers from Phil Colettis on different items on the financial report, Scott Grant made a motion to approve the financial reports, second by Tulio Zuloaga. All in favor. Motion carried.

Tulio Zuloaga made the motion to name Scott Grant as Vice-President. All present board members agreed. Motion Carried.

V. Old business

- a) Roof Repairs: Phil Colettis presented copies of three proposals for the laundry room roof on 1887, and the roof on 1829. Phil proposed the board to ask Innovative Roofing to come to the site to inspect the other buildings and to provide a schedule for the buildings to re-roof, reconsider the quote for the 1825-1831 quote and adjust the repair for 1887. The meeting on site was scheduled for Monday 03/27 at 12 pm.
- b) 1895 exposed roots at front door: Phil Colettis reported the landscape company will grind and remove the dead tree roots at no cost. Summit presented a quote to remove a dead tree on the back of unit 1879.

- c) Painting: Phil Colettis stated he inspected the progress on the pre-painting activities on building 1890-1896. He notice they are using another pressure washer owned by René to speed up the task.
- d) 1850-1842 water meter leak: Phil Colettis proposed to call a plumber to inspect the leak since it appear to be on the association side, not the county's. All board members present agreed on.

VI. New Business

- a) Homeowners Contact Info: Tulio Zuloaga stated the need to gather all unit owners and occupants phone numbers for emergencies. Noble Management did not provide such list or it is buried in the unclassified files delivered to Ameritech. Phil Colettis proposed to send a mail out to all homeowners and occupants to request this information.
- b) House Rules: Tulio Zuloaga presented a couple house rules that need to be removed or edited, but for the most part the board members present agreed on keeping the existing rules in place.
- c) Fee Schedule: Phil Colettis presented a draft for the terms of reference for the Compliance Committee. The board members present will review for discussions on next meeting.

VII. Adjournment

Tulio Zuloaga made the motion to adjourn the meeting at 7:15 pm. Tony Armer second it. All board members in favor. Motion carried.

Minutes submitted by: Tulio Zuloaga

Minutes approved by: [Name]

TULIO ZULOAGA 5/9/17
