

# CLEARBROOKE TOWNHOUSE CONDOS BOARD OF DIRECTORS MEETING

**February 14, 2018**

The meeting was duly posted.

**MEETING CALLED TO ORDER:** 605 pm by Tony Armer

**PRESENT:**

**BOD:** Tony Armer, Jim Zampieri, Kiva Alvarez, Michele Pedulla

**Ameri-Tech:** Stephanie Dasher

**Homeowners:** Pam Moore, Rene Krolivec, Marci Sebastian, Stephen Bacon, Donna Kamp, Serena Carbone, Karl and Cynthia Kluss

**APPROVAL OF MINUTES:**

Waived reading of minutes of previous meeting BOD, minutes were approved. Motion by Michele, seconded by Jim.

**APPROVAL OF FINANCIALS:**

- **Delinquency Update:** Reviewed each delinquent account and plan of action for recovery. Agreed to letter at 60 days from Ameritech, 90 days or over, send to attorney, noted that approximately \$36K in delinquency
- **Budget Overages:** Reviewed supporting documents for budget and operating income. Discussed adding contingency account, attempt to eliminate financing of insurance premium.
- **Priority of Projects and Maintenance Spending Allowance/Limitations:**
  - Discussed walk of property last week, re-sodding in progress by Rene, “grinder” for sidewalks after sod complete. Lights taken care of by Duke Energy. Look at lights on front entrance, plan for electrician to review.
  - Discussed list of projects, Discussed current funds available through monthly allocations. BOD agreed upon spending allowance set at \$1000 per month to include up to 2 fences per month. Reviewed need to inspect buildings on a rotating basis for maintenance work versus only repairs.
  - Discussed gutters, will investigate outside resource for evaluation
  - Roof-have enough in reserve for next roof for repair, 1833-1839.
- Motion to approve financials by Tony, seconded by Kiva.

**NEW BUSINESS:**

- **Paving Needs:** Discussed reserve available to work on paving/sealing needs of the community. Awaiting the remaining two bids. Have \$51K in reserves. Will await bids from Stephanie and then make a decision.

- **Communication with Owners:** Discussed email list of owners: Stephanie has 21. Sign out front for meeting notice noted with positive response from BOD and homeowners. Website up and running, address is <http://clearbrooketownhomes.org/> Will put out for homeowners to be aware of.
- **Fire Extinguishers:** Completed 1-24-18.
- **Recycling bin (2018 budget approved):** grassy patch near 1834. 4 receptacles and supposed to pick up on Wednesdays, Stephanie in contact with WastePro; consider other contractors if not kept up.
- **Ditches:** City of Clearwater and Mosquito Control has been contacted, on the list for ditch trenching and clean out, property has been treated for mosquitos.
- **Updated House Rules:** Reviewed and revisions made during meeting, will have next version available for BOD to approve. Discussed need for “Financing Committee”

### **Homeowner Concerns**

**NEXT MEETING SCHEDULED FOR 3-14-18 @ 6 PM ET**

**MEETING ADJOURNED: 731 PM** Motion by Tony, Seconded by Jim