

CLEARBROKE TOWNHOUSE CONDOMINIUM ASSOCIATION

Meeting Minutes

August 19, 2020

I. Call to order

Tony Armer called to order the regular meeting of the Clearbrooke Condominiums Association Board of Directors at 6:30 p.m. on August 19, 2020 at the Clubhouse.

II. Roll call

Tulio Zuloaga 1850 Sec, conducted a roll call. The following board members were present: Tony Armer 1857 Pres, Peggy Rogan 1866 Vice-Pres, Donna Kamp 1808 Dir. Kiva Alvarez 1874, Treasurer was attending via phone. From Ameritech: Robert Kelly. Homeowners present: Ronald Weining 1882, Donna Watts 1840, Carol Cooke 1853, Jeanne Finan 1810, Misty Sanders 1807, Emmanuel Amador 1831.

III. Approval of minutes from last meeting

No comments or objections on previous meeting minutes.

IV. Financials

No discussions or analysis presented on the financials.

V. Old business

a) Rental List: Robert Kelly presented a list of the rental units for review. After discussions, the board confirmed the following rental units:

1. 1801
2. 1805
3. 1819
4. 1829
5. 1837
6. 1843
7. 1871
8. 1874

9. 1883

10. 1891

b) Revised House Rules: The members of the board discussed the most pressing issues regarding the house rules. Pet Policy and Unit Occupancy. Robert Kelly mentioned that the house rules, to be enforceable, cannot be in discrepancy with the condo documents.

1. A review of the condo docs yielded a provision for the regulation on pets. Phase II page 59, Phase III page 70... "Only one pet per unit..." No mention of size or weight. Peggy Rogan made the motion to maintain the existing policy of 2 pets but add a size limit of no more than 30 pounds each pet. All existing not compliant pets will be grandfathered provided they were registered in the sale or lease agreement prior the welcome interview. Tulio Zuloaga seconded it. Tony Armer and Donna Kamp voted in favor. Motion carried pending the amendment of the condo docs.

Kiva Alvarez voted against it, proposing to exclude the size limit and ban aggressive breeds.

2. Unauthorized occupancy:

- a. 1846 unit has an occupant that has not been registered with the board and with an oversize pet. Robert Kelly will send a letter to the owner requesting to follow thru with the registration, background check and interview.
- b. 1819 -The attorney sent a letter requesting registration, background check and interview.
- c. 1871 - Robert Kelly will send a letter to the owner requesting to follow thru with the registration, background check and interview.
- d. 1801 - Robert Kelly will send a letter to the owner requesting to follow thru with the registration, background check and interview.

Robert Kelly mentioned that in order to control the unauthorized occupancy, we need to modify the condo docs to include provisions that allow the board to take actions like evictions but first, the documents need to be consolidated in a single document. Robert will inquire with the attorney for the cost of this task.

c) Fines Committee: After discussions, the board agreed on structure the fines \$100 per occurrence, max. \$1,000 aggregate. The following homeowners volunteered to conform the fines committee:

1. Donna Watts 1840
2. Carol Cooke 1853
3. Jeanne Finan 1810
4. Misty Sanders 1807 – Sub

With no objections, the board approved.

VI. New Business

a) Delinquencies: Robert Kelly presented the latest delinquencies report:

1. 1860 – Robert Kelly will verify with the attorney the owner’s claim in their email from 08/17/2020.
2. 1815 – The owners did not comply with the payment agreement. It will go to the attorney.

The total of delinquencies is on its historic low of \$4,476.27

b) Tree on front of 1812. Evans Landscaping evaluated the tree and appears to be in good health. Robert recommended to keep it in observation and report any signs of decay.

c) Budget Workshop: It will take place on October 8, 2020 at 6 pm at Ameritech offices, pending confirmation from Ameritech.

d) Miscellaneous:

1. A board member presented the case of the truck parking on 1891. Regardless there is no business sign on the truck, it is a vehicle used for business and the parking location and the vehicle size makes difficult for the other vehicles to maneuver around. After discussions, Tulio Zuloaga proposed to re-number the wheel stops to designate 1881 to the southernmost space. Robert Kelly will notify the owners of 1895, 1890, 1892, 1893 and 1891 and instruct Rene to proceed, including marking the space for 1804.
2. A board member mentioned a dog owner on 1886 that refuse to put a leash on the dog. Robert Kelly will send a letter at this respect.

3. Robert Kelly presented the case of water damage on 1883. Apparently, the windows were not flashed correctly when Levi's Painting made the repairs. J-Bolt is inspecting the new damage to provide a quote a possibly a claim against Levi's.

VII. Adjournment

Tony Armer made the motion to adjourn the meeting at 7:45 pm. Peggy Rogan seconded it. All board members in favor. Motion carried.

Minutes submitted by: Tulio Zuloaga

Minutes approved by: [Name]