

*CLEARBROKE TOWNHOUSE CONDOMINIUM ASSOCIATION*

**Meeting Minutes**

July 28, 2020

**I. Call to order**

Tony Armer called to order the organizational meeting of the Clearbrooke Condominiums Association Board of Directors at 7:20 p.m. on July 28, 2020 at the Clubhouse.

**II. Roll call – Organizational Meeting**

Tulio Zuloaga 1850, conducted a roll call. The following persons were present: Tony Armer 1857, Kiva Alvarez 1874, Donna Kamp 1808, Peggy Rogan 1866 and Robert Kelly with Ameritech. No other homeowners present.

Tulio Zuloaga made the motion for Tony Armer to continue as President, seconded it by Donna Kamp. All in favor.

Tony Armer made the motion for Tulio Zuloaga for the position of Vice-President, seconded it by Kiva Alvarez. All in favor.

Tulio Zuloaga made the motion for Kiva Alvarez to continue as Treasurer, seconded it by Tony Armer. All in favor.

Tony Armer made the motion for Peggy Rogan for the position of Secretary. She declined.

Tony Armer made the motion for Donna Kamp for the position of Secretary. She declined.

Tulio Zuloaga proposed himself to move to the position of Secretary and made the motion for Peggy Rogan to take the position of Vice-President, seconded by Kiva Alvarez. All in favor.

The reminding position of Director was assigned to Donna Kamp. All in favor.

With this, the Board of Directors for the year 2020-2021 is as follows:

|                 |                    |
|-----------------|--------------------|
| President:      | Tony Armer 1857    |
| Vice-President: | Peggy Rogan 1866   |
| Treasurer:      | Kiva Alvarez 1874  |
| Secretary:      | Tulio Zuloaga 1850 |
| Director:       | Donna Kamp 1808    |

**III. Approval of minutes from last meeting**

No minutes from previous meeting presented.

**IV. Financials**

No discussions or analysis presented on the financials.

**V. Old business**

No old business discussed in this meeting.

**VI. New Business**

No new business discussed in this meeting.

**VII. Miscellaneous:**

- a) A board member brought to the attention of the management and the new board the issue regarding the revised house rules in reference to the pet policy, dog size. The board agreed on take a closer look at this issue in the next regular meeting.
- b) A board member brought to the attention of the management and the new board the issue regarding the renters on unit 1819. One of the occupants is not in the lease application and was not interviewed and no background check was performed. Robert Kelly recommended to send this case to the association attorney.
- c) A board member brought to the attention of the management and the new board the need for a fine schedule and procedures for violation to the house rules and volunteered to distribute copies of the rules door to door. The board agreed on take a closer look at this issue in the next regular meeting.
- d) Robert Kelly presented a list of rental list. Some of these units are either occupied by owners or in the market for sale. Robert took notes of this comments and will update the list.

### **VIII. Adjournment**

Tulio Zuloaga made the motion to adjourn the meeting at 8:07 pm. Tony Armer seconded it. All board members in favor. Motion carried.

Minutes submitted by: Tulio Zuloaga

Minutes approved by: [Name]