

## Clearbrooke Townhouse Condominiums

### Board of Directors Meeting

December 20, 2021

#### I. Call To Order

**Meeting Called to Order:** 6:35pm by Peggy

**Certify Quorum of the Board:** Quorum Established (Present BOD: Peggy Rogan, Donna Kemp, Steve Fogel)

**Ameri-Tech:** Robert Kelly

**Homeowners** (signed in): Various

#### New Business

Awning 1820- 6:40pm Robert has spoken to residents to remove awning; Resident haven't complied to the letter which was sent out on 12/14. Resident is currently in NY for the holidays will follow up with second notice on 1/3.

Possible Hoarding 1833- 6:44pm Second letter mailed, 14 day fining committee letter needs to be mailed out next. We will follow up with Robert on when Fining committee is able to meet after the 1<sup>st</sup> of the month.

Gutters 1825 & 1845- 6:47pm Both units need their gutters cleaned they were missed when the company was here last. Robert will get with gutter company to send them back out to perform gutter cleaning.

Tree Trim 1845- Trees need trimming away from building, will be on the inspection that Robert and Mike look at on 12/22/21.

1841-1847 Carport Rust- 6:50pm Discussed both units carport has rust and leaking on cars. Mike will look to see if it's something he can take care of or if we need to hire a company to fix.

Paving- 6:52pm Discussed paving which needs to be redone, warranty is expiring in March and spots need to be fixed. Robert will set up a time for the company to come out and inspect.

1803 Oversized Dog- 6:55pm Owner & Tenant both came to the meeting. Board informed the owner about fine \$100 per day for the dog being on the property. Also explained to both tenant and owner on rules and guidelines. At that point, owner left and tenant asked if he needed to fill out a new background paperwork since original was never received. Robert explained that paper work had to be re-signed and sent in.

Tenant said his dog was a service dog and Robert explained he needed documentation showing that. Waiting on owner to send over paperwork to Robert.

## II. **Old Business**

AC Drain 1815- 7:00pm Discussed pipe coming out of the building 2<sup>nd</sup> letter was mailed, next step is to set up a fining committee meeting and let Robert know what date they can meet on this situation.

AC Drain 1827- 7:08pm Robert and Mike will look at this during walk through on 12/22 to see what needs to be taken place on the drainpipe and garden lights.

1819 Dog- 7:11pm Going to mediation, waiting on date for mediation, We discussed with Robert meeting with the layer to put form together discussing Rules and Regulation which Peggy, Donna, and Steve approved.

1871 Broken Windows- 7:18pm A second notice has been sent out on 12/14, Final notice has to go out for Fining committee to meet.

1896 Roof Leaking- This was discussed and Robert and Mike will add this to the list on the walk through.

## III. **Discussed Fees Owes**

1849- \$128 balance is owed.

1843- Robert will talk to the attorney last payment on 10/18 \$2,610.30 was paid will find out if payment is satisfied or still needs to be settled.

The board meeting adjourned at 7:50pm

The Board of Directors approved these Minutes.