

CLEARBROOKE TOWNHOUSE CONDOS BOARD OF DIRECTORS MEETING

June 14, 2021

BOARD OF DIRECTORS MEETING

Meeting Called to Order: 6:34 pm by Tony

Certify Quorum of the Board: Quorum Established (Present BOD: Tony Armer, Donna Kamp, Peggy Rogan, Michele Pedulla, Kiva Alvarez)

Certify Proof of Notice: Verified

Ameri-Tech: Robert Kelly

Homeowners (signed in): Cynthia Kluss – 1817; Zukie – 1818; Mike Lansing – 1822; Marci Sebastian – 1825; Ron Weining - 1882

New Business:

- 1. Stucco Painting:** Needed to wait 30 days before able to paint, we are now at 30 days. Painting is in the bill for all three invoices, need to make sure that there is sufficient supply in the shed.
- 2. Randy's Replacement/Maintenance Duties:** Randy has moved on from his full time position, discussion of maintenance duties and ideas for replacement.
 - a.** Board discussed and agreed that 20 hours per week would be sufficient. Options include:
 - i.** Mike Lansing – presented proposal
 - ii.** Jim Sweet – Ron Weining presented proposal on behalf of Jim Sweet
 - iii.** Current Ameri-tech workforce – Robert to check with Greta and Janice
 - b.** Plan to set up meeting with board member(s) and Robert and Jim Sweet to discuss within the week; Have Mike's information and proposal; Robert to check with Greta/Janice within the week
 - c.** Send email updates to BOD for a decision ASAP
 - d.** Continue pool cleaners, bathroom cleaners at this time. Mike has offered to possibly help with minor projects as needed

3. **Rentals:** Two units, 1875 and 1879, have requested to rent; list at this time is a total of 8 (5 rented to other people, 2 rented to family, 1 bank-owned rental) and docs say up to 10. Robert will send the approval from the board if follow all requirements including background checks, one-year lease, and follow all house rules. Discussed setting up a list for BOD and one for on the website.
4. **Wind Mitigation Reports:** Watertight Roofing will do wind mitigation for 1849-1855 (Peggy has key for one of the owners), 1841-1847, and 1826 – 1832 for recent roof replacement buildings. Has agreed to do the other 19 buildings for as little as \$50 per building but needs to be done in one day. This is good for five years and usually helps to reduce homeowner insurance. Will put on website once completed for owners to access.
5. **Storage Cabinet in Carport (1882):** Request for move due to not allowed per the documents; owner has agreed to move within one month. Discussion about other carports being used as storage including 1886-1888. Bob to send letter.

Old Business:

1. **Roofing:** List updated, none on “bad” list! Will update list as wind mitigation reports are generated.
2. **Aggressive Dog (1846):** Not consistently compliant and pre-arbitration letter already sent. Motion made to start arbitration by Tony, seconded by Kiva, all in favor, none abstained. Robert to speak with lawyer tomorrow to start the process.
3. **1819 Concerns:** Letters sent last week related to noise, odor, trash, and lack of dryer vent to owner, no response yet. Continued concern about the lack of a dryer vent, BOD approved for Robert to reach out to owner and, in order to bring the building up to code, a dryer vent will be installed and attached to the dryer at the Association’s cost. Mike has offered to do this and approved.
4. **Pool Issues:** Issues with vandalism (skimmer), leaving a big mess on the deck, dog at the pool, broken shower head. Will add to the community letter and look at options to put up cameras and monitor. Consider closing pool if not compliant.
5. **Community Newsletter with Rules and Regulations Notice Update:** Discussed in the past, Michele to share last version and update and, once approved, Bob will send to current owners and tenants.
6. **Delinquencies:** Reviewed, continue with 60 days or above delinquent to go to attorney. Three to go to attorney this month.

Homeowner Discussions:

1. Discussed many during meeting. Those not covered in notes include:
 - a. Landscaping – anthills, shrubbery
 - b. 1818 concern of faulty sheet rock, insulation concern. Robert to talk with JBolt and get back with owner
 - c. Cracked stoops: 1817 and 1825 Robert to check on repair options, Mike to assist if available
 - d. Encouraged all owners to send email with a list of concerns so that these can be addressed in a timely fashion
2. Clearbrooke Website reminder: <https://clearbrooketownhomes.org/index.php>
3. For those interested, please join our private community Facebook Group named Clearbrooke Clearwater Neighborhood.

NEXT MEETING: Annual Meeting, Tuesday, July 27 @ 630 pm in the Clubhouse; sign in will begin at 600 pm

MEETING ADJOURNED: 811 PM Motion by Tony, Seconded by Donna