

## Clearbrooke Townhouse Condominiums

### Board Of Directors Meeting

December 11, 2023

#### I. Call To Order

**Meeting Called to Order:** 6:12 by Peggy

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

**Certify Minutes From Last Meeting:** Yes

**Ameri-Tech:** Angela

**Homeowners** (signed in): Various

#### II. Home Owner Comments

- Question regarding spectrum and refund amount. Angela will look for the amount refunded.
- 1816 regarding the fixing of the wall. This will be done in January
- Question on fining committee, Donna will set up a meeting time and date.

#### III. Old Business

- Roof Leak Repairs
  - i. 1889 has been fixed but waiting on the Laundry room. #1 roofing coming this week to fix
  - ii. 1896 laundry room waiting on strategic.
  - iii. 1807 laundry room leak.
- Gutters, New and Cleaning
  - i. Gutters are complete and cleaning will take place this week.
  - ii. 1822 needs to be replaced just across the front.
- Stucco Repairs
  - i. 1834,59 will come out to paint and seal on 1/14.
  - ii. 1806 needs to be looked at to replace the aluminum siding be stucco.
  - iii. Will start on the 20<sup>th</sup> of November.
  - iv. 1882 waiting on a start date but deposit has been paid.
- Painting Pool Deck
  - i. Painting pool deck completed.
- Roof Replacement
  - i. 1865-71 completed just waiting on wind mitigation.
- Updated Rules and Regulations
  - i. Angela will follow up with IT to get the rules on the website and we will send out to all homeowners.

#### IV. New Business

- Golf Cart- needs to be replaced.
- Sprinkler Pump
  - i. Pump is completed and timer still needs to be fixed.
- Repair & Maintenance
  - i. Sewer lines need to be inspected; Angela will look at getting a plumber to inspect all sewer lines.
  - ii. 1870 balcony needs to be inspected.
  - iii. 1883 needs to have the AC inspected.
  - iv. 1882 did not get approved to have gutter extension repaired, owner will be responsible for the repair.
- Managers Report
  - i. Financials were emailed on the 7<sup>th</sup>.
  - ii. 1816- 12k for repair and waiting on start date in January, proposal has been signed.
  - iii. Trees- We need to remove branches that hang over buildings.
  - iv. Audit special assessment fund to get clarity on possibly moving it.
  - v. Audit salary expenses.
  - vi. Audit rental property.
- Violation Discussion
- Next Board meeting- January 15<sup>th</sup> @6pm
- Adjourn Meeting- 7:53 By Donna