

Clearbrooke Townhouse Condominiums

Board Of Directors Meeting

January 9, 2023

I. Call To Order

Meeting Called to Order: 6:32pm by Donna

Certify Quorum of the Board: Quorum Established (Present BOD: Donna Kemp, Kiva Alvarez, and Peggy)

Ameri-Tech: Amber Massotto

Homeowners (signed in): Various

II. Old Business

- **1890-1896 Roof** – Roofing company has to change out the drip edge they are aware.
- **Drainage Ditches**- County not dredging, will reach out to building dept, wait on response.
- **Camera Feed**- Completed
- **Stump Removal**- Completed waiting on sod.
- **1883 Lease Renewal**- Renewal lease agreed and voted on \$400 more per month total of \$1400 per month.

III. New Business

- **Discuss Maintenance Task List**- Overhangs, Drywall 1834, check gutters, Stucco Cracks,
- **Discuss Needed Repairs**- Fences, (1895 drywall on hold) Gutter cleaning not till March,
- **Trailer**- Getting license plate number.
- **Electricity to shed**- Get bids from electrician, or possible generator.
- **Roof 1814 & Shed**- Get bids for new roof
- **Roof Laundry room (multiple units)**- Get new bids from new company.
- **Golf Cart**- need prices on how much to fix and how much a used one is.
- **Maintenance inventory**- Getting a list of tools and supply need.
- **Credit Card**- Need maintenance credit card.
- **1840 Water intrusion**- Send Conner out to inspect.
- **Violations Discussion- Letters sent last week:**
 - i. **1818**- 2nd notice for advertising on work van.
 - ii. **1819**- 2nd notice for advertising on car.
 - iii. **1843**- 2nd notice for couch on back porch needs to be thrown out.

iv. 1852- 2nd notice for rotten French doors.

Adjourn Meeting- 8:17pm