

Clearbrooke Townhouse Condominiums
Board of Directors Meeting
October 13, 2025

I. Call To Order

Meeting called to order: 6:02pm by Robert

Certify Quorum of the Board: (Robert, Peggy, Kiva, Steve)

Ameri-Tech: Angela

Homeowners: (singed in): various

II. Homeowners Questions

- a. **1817-** question on front door on where to submit paperwork.

III. Old Business-

- a. **Pool Tiles Update-** Waiting on Gus we paid but hasn't been completed yet.
- b. **Pool and Street Lights Update-** Consolidated electric has come out waiting on proposal.
- c. **Cats Update-** Female cat was caught by Ronnie spayed and sent to farm. Babies have been adopted, 4 babies have shown up residence have caught them and currently at Ronnies until we find a home.
- d. **Update on Playground Sign-** Per our previous discussion Angela will order the sign that the board approved 12x16 sign.
- e. **Ditch-** John is coming on the 15th to look to see what can be done.

IV. New Business

- a. **Work Orders on Website-** Go back to the old way we used to do it which currently works well for us.
- b. **Length of time rentals can be vacant-** Board makes motion on rentals when they become vacant, owner has 90 days to secure a new signed lease. Board has approved and will Angela will send a letter to 1838 on our new process. If they don't have a lease secured they will move to the bottom of the list.
- c. **1815-** Unauthorized rental will be taken off the rental list.
- d. **1823-** Parents own, daughter was living there, she can rent it but will have to go to the bottom of the list.
- e. **1865-** Has come off the list due to allowing family to live in that unit.
- f. **Can unit be rented if money is owed-** Angela will look into this to see what the answer is.
- g. **1873-79 Wind Mitigation Report-** Kevin is scheduled for next Tuesday 21st but needs access to attack, he is scheduled tentative from 11-1.
- h. **1877-** AC line which was fixed was \$800 was installed incorrectly not to code. Board is sending bill to home owner for the amount that was added.
- i. **New Insurance Estimate/ All roofs done-** Angela spoke with them waiting on final wind mitigation until we can get an exact amount of savings.
- j. **Bees-** They have disappeared we are good for now.
- k. **1843 Water Softener-** Board has approved, installation needs to shut water off just wanted approval before installing.

V. Repairs & Maintenance

- a. **1843-** \$2900 plus wood to repair the edge and flashing of the roof. Board will approve once proposal is written.
- b. **1874 Building Stucco-** Stucco repair on the entire back of the building, \$8,023.50 approved and have it come out of repair & maintenance.
- c. **1812 Balcony-** Waiting on quote for repair of balcony.

- d. **1877- Balcony-** Waiting on quote for repair of balcony.
- e. **1838 Balcony-** \$1,000 will wait for approval.
- f. **1854-** Waiting on final measurements from the architect, then Dennis can get started.

VI. Manager's Report

VII. Violation Discussion

VIII. Adjourn Meeting- 7:42pm Next board meeting 11/10/25