

Clearbrooke Townhouse Condominiums
Board of Directors Meeting
December 9, 2024

I. Call To Order

Meeting called to order: 6:00pm by Peggy

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

Ameri-Tech: Phil

Homeowners: (singed in): Various

II. Homeowners Questions

- a. **1825-** piece of flashing fell off and wondering what the status of fixing the piece, also asked about gutters which owner says pine needles are in the gutter.
- b. **1871-** Had a few complaints about guests parking in front of their units. Also complained about kids running around making noises late at night. Complaints were: -1865 about blocking driveway between two buildings and washing rugs and leaving the out to dry.
-1867 has neighbors complaining about cars parking, guests, and truck leaking oil.
- c. **1840-** Would like an update on her roof, which at this time we don't have an answer and Peggy is looking into it. Also wants information on installing a light, said we would need a letter from an electrician to the board for approval.

III. Old Business

- a. **Sidewalk-** Angela sent it to cut rite for estimate.
- b. **3 Carports-** Waiting on proposal having issue matching the style.
- c. **1831 Fence-** Just spoke with Jonas he wrote up a proposal to get it fixed, waiting on bid and start date.

IV. New Business

- a. **Violation Letters-** We have had issues getting them mailed out on time and Angela is aware and Ameritech is hiring new admin staff.
- b. **Unapproved Rental 1832-** Will send out a letter for unapproved renting and a letter addressing the broken window shades.
- c. **January Rent Increase-** as of 2/1 rent will be increasing to \$1,500 per month which is a \$100 increase.

V. Repairs & Maintenance

- a. Various estimates totaling \$44,000
- b. 1837 issues with carport flaking on car, Robert will take a look at it to see what it might need.

VI. Manager's Report

VII. Violation Discussion

VIII. Adjourn Meeting- 7:17pm Next board meeting 1/13/25