

Clearbrooke Townhouse Condominiums
Board of Directors Meeting
January 13, 2025

I. Call To Order

Meeting called to order: 6:00pm by Robert

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

Ameri-Tech: Angela

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. They are waiting on piece to fix.
- b. **1853-** Issue with termites in the door frame but that is homeowners responsibility being where its located.
- c. **1832-** asked about how rental works and we explained what they currently have set up is an unapproved rental.
- d. **1840 Status on roof repair-** Number 1 roofing will get with the technician on if they have to come back out or not.
- e. **1832-** concerned about tree next to unit that it may come down in another storm.

III. Old Business

- a. **Sidewalk Update-** Angela is meeting with PLS to discuss the sidewalk repairs.
- b. **Carport Update 1839,1849,1879-** Angela reached out to new company they have worked with going to get a bid from them. We should have 2 bids.
- c. **Rental Unit 1883-** Still working on getting paperwork together to sell unit.

IV. New Business

- a. **1839 Update-**
- b. **New Contractor for 1869,1875,1818,1854-** Check went to wrong address we corrected the address and he received his check. We are waiting to hear back on these proposals.
- c. **Insurance Renewal-** Renewal is February 12th before the next meeting on the 10th.
- d. **Still waiting on appraisal-** They said there are 10 different style of buildings and they won't release it till we pay the 3k amount.
- e. **Coupon Books-** we have just sent them out and new fee hasn't been taken out.

V. Repairs & Maintenance

- a. 1807 was completed on 1/6 and set to get paid.
- b. Waiting on fire Master company to come out and fix the housing we have the new extinguisher.

VI. Manager's Report

VII. Violation Discussion

VIII. Adjourn Meeting- 7:17pm Next board meeting 2/10/25