

Brookbank Condominiums
Annual Meeting Minutes
April 22, 2014

In attendance: Andrew and Bonnie Stolzmann, Vanessa Goode, Patrick Wong, Debra Lentz, Jeffrey Johnson, Anita LaChance, Melissa Palovich ; Shannon McCarthy HOA Manager.

Proxy: Aubrey Schwenk and Gail Schultz

Absent: Patrick MacVittie, William Cline, Linda Andrus, Joyanne McShea, Holly Long, Amy Szczesny, James Flynn.

I. Call to order at 6:00 pm

II. Financial report.

Shannon read the financial report from March 31, 2014

No 'out of the ordinary' expenses.

Operating balance: \$1,326.39

Reserve: \$7,534.48

III. Manager Report:

A. Front door call box

- a. Call box is no longer functioning and parts are no longer available for this model.
- b. Two choices. Remove the system or replace the system.
- c. Discussion concluded with a vote to replace the system for an installation cost of \$1,988.00.

B. South common area

- a. The alanthius 'tree' needs removal. It is not a tree but a woody weed that grows like a tree. Agreed to removal for \$1,485.00.

C. Smoke and CO detectors

- a. Not all forms have been sent back in. A second round will be sent out before fines are levied

D. Front trees are to be trimmed for \$380.00.

E. New Business

- a. An ambient thermostat control is to be installed on the boiler so it does not run when the temperature is warm.
- b. Knox box installation
- c. North side of building to be sprayed for weeds
- d. New parking assignments to begin July 1
- e. Note to tenants about tires stored in laundry room and abandoned bikes.

IV. Board elections: Board is voted as Anita L. Bonnie S. and Jeff J.

IV. Next meeting TBD

V. Adjournment