

Brookbank Condominiums
Annual Meeting Minutes
April 21, 2015

In attendance: Andrew Stolzmann, Mohaned Farah, Debra Lentz, Jeffrey Johnson, Aubrey Schwenk, Anita LaChance,; Shannon McCarthy HOA Manager.

Proxy: Gail Schultz

Absent: Patrick MacVittie, William Cline, Linda Andrus, Erika Goode, Patrick Wong, Holly Long, Amy Szczesny, James Flynn, Melissa Palovich.

I. Call to order at 6:00 pm

II. Financial report.

Shannon read the financial report from March 31, 2015

No 'unexpected' expenses.

Operating balance: \$9,695.20

Reserve: \$7,538.22

\$5,000.00 to be moved to reserve

III. Manager Report:

A. Front door call box

a. Complete

B. Trees

a. Alanthias removed.

b. Rest trimmed

C. New mailboxes

a. complete

D. Ambient thermostat installed for boiler.

E. Carpet completed

F. Weeds sprayed north of the building

G. Smoke and CO detector forms were sent out not all have been returned. Second notices will be sent out. If third notices are needed, there will be a fine.

H. Packages: If you have packages delivered to the building, make sure you are home to receive them. Other suggestions include having the package shipped ot your place of business or a currier service.

IV. New business

A. A shutter is missing from the front of the building. An attempt will be made to find a matching shutter to replace it.

B. A motion was made to improve the south side of the building with a maximum of \$500.00 for a picnic table, new lattice and a new bbq grille.

IV. Board elections: Board is voted as Jeff J., Mohaned F., and Aubrey S.

IV. Next meeting TBD

V. Adjournment