

**Brooktree Townhouses Homeowners Association**  
**Board Meeting Minutes**  
**April 3<sup>rd</sup>, 2019**  
**Teleconference**  
**12:00 p.m.**

**Board Members Present:**

Tara Closky                      Joe Greco  
Karen Perez                      Larry Ulrich

**Management Present:**

Steve MacDonald  
Sean Reynolds  
Abel Vega

**Call to Order at 12:00PM**

**Approval of Last Meeting Minutes**

The board had moved to approve minutes via email.

**Project Timing**

**Caretaker Contract**

The board had received an ICA draft from the attorney for the Caretaker position just before the meeting. Karen would like to review and approve the caretaker contract. Larry has recommended a change to the rent credit for the Caretaker position that would better correlate with the hours of work needed for the position. Larry will send this information to the board and VMC.

**Manager Report**

VMC is still in the process of acquiring an estimate for the Caretaker position's scope of work. This will include estimates for summer and winter. VMC has requested a paint bid from Prima. The website is still being built and once done, VMC will put the required documents up for all owners to access. The board and VMC will continue the discussion of password protecting the website. The board and VMC have made a change stating the first meeting of each month will be the formal meeting with an agenda and meeting minutes. The second meeting of the month will be an informal meeting between the board. VMC would like to continue trending toward bi-monthly or quarterly board meetings. Larry made a motion to change the meetings so that the first meeting is a formal meeting and the second meeting is an informal meeting. Joe seconded the motions. All were in favor.

**Horn Bros Update**

VMC has sent Joe the staging plan for the Horn Bros. work site. Joe spoke with McMillan who is on track to start work on May 6<sup>th</sup>. VMC and the Caretaker will help with notifying the owners and clear parking spaces for construction use. The windows can be delivered with a 3-day notice. Steve would like the board to clarify what they would like VMC to do. Joe, Sean, Steve & McMillan look to have a meeting on the following Tuesday to meet McMillan onsite. Sean stated the board should be able to give approvals for change orders via email. Joe made a motion to allow any one board member the authority to approve a

change order under \$5,000. Any change orders over \$5,000 will require a minimum of two board members to approve. Tara seconded the motion. All were in favor.

### **Old Business/New Business**

#### **B211 – Patrick Meyers**

Karen stated that Patrick agreed it was best to wait for the roof construction to start to have his new window installed. VMC had a contractor secure Patrick's window and weather proof the temporary fix. Tara stated Patrick has requested that the HOA pay his family members hospital bill who was injured while cleaning up the broken window pieces. The total bill came to \$395.67 and Tara believes the HOA should pay this bill. Karen motioned to pay the hospital bill with a signed release of liability form. Tara seconded the motion. All were in favor.

#### **Roof Leak in A-building**

It has been noted there is a roof leak near the second-floor stairwell of A-building. VMC has recommended Turner Morris, who can shovel the roof in the area of the leak and assess what needs to be done. The Board has instructed VMC to contract a roof shoveler and roofer to inspect this area.

#### **Meeting between VMC & Penny**

VMC will look to set a meeting with Penny shortly after April 15<sup>th</sup> when tax season comes to an end.

**Next meeting will be held on May 1<sup>st</sup> at 12:00pm via Teleconference.**

**Meeting adjourned at 1:29pm.**