

Brooktree Townhouses Homeowners Association
Special Board Meeting Minutes
October 16th, 2019
Teleconference
12:00 p.m.

Board Members Present:

Tara Closky Carlos Molina
Karen Perez Joe Greco

Owners Present:

Lisa Byther

Management Present:

Abel Vega
Matt Debus
Steve MacDonald

Call to Order at 12:06PM

Monthly Meetings

Steve and Abel spoke to the monthly meetings schedule. The first Wednesday meeting of the month will be a formal board meeting and VMC will set an agenda and take minutes. The third Wednesday of the month is not a formal meeting and will be for discussion purposes.

Insurance

Steve stated the address on file for the insurance provider was somehow changed to Vail Management's address. VMC will forward Brooktree insurance information to the Board.

Bookkeeper

Joe stated the board has three bids for bookkeeper position. Karen moved to hire AB Financial, pending them providing proof of insurance and the finalization of contract terms. Tara seconded. All were in favor.

Financials

Starting November 1st, financials and title company status requests will be sent to AB Financial.

Project Budget

The project budget is \$749,000. Change orders would be additional. No current change orders have been approved. The Capital Project Funding would result in a \$92 per month assessment if \$400,000 from the line of credit is used.

Owner Communication

Carlos will be the main contact person for owners with questions regarding the mansard roof project. John Cona will help as needed. Carlos will not be providing owners with technical answers

as he will need to lean on John Cona and BluSky for these types of questions. BluSky will be having conference calls on Tuesdays at 3pm. BluSky, the Engineers, and Board Members will be on the calls.

Sharing BluSky Contract

Kim MacNamee is approved to view the BluSky contract at the VMC offices, per Brooktree's legal counsel.

Caretaker

The Board and VMC have not received responses from Clark. VMC will clean the Caretaker unit when Clark is finished moving from the unit.

Next meeting will be held on November 6th at 12:00pm via Teleconference.

Meeting adjourned at 12:46pm.