

**Brooktree Townhouses Homeowners Association**  
**Board Meeting Minutes**  
**May 7<sup>th</sup>, 2020**  
**Teleconference**  
**3:30 p.m.**

**Board Members Present:**

Tara Closky  
Karen Perez  
Lisa Byther  
Joe Greco  
Carlos Molina

**Owners Present:**

Greg Ford  
Natalie Ford  
Megan Lew

**Management Present:**

Abel Vega

**Call to Order at 3:35PM**

**Roof Construction Update**

Lisa spoke to the roof and siding project stating 90% of units in A & B-buildings are completed. Jon Cona has created renderings for the stairwell between A & B-buildings and the Board discussed this during the OAC meeting. Lisa continued by stating remaining window frames are to be finished this week. D-building has a remaining open area where the stairs to C & D-buildings is located. This area will be completed once the roof is finished. Tara recommended signing change order for C & D-building windows. Joe motioned to approve change order #41. Lisa second. All were in favor.

**Old/New Business**

**Bank Draw**

Joe stated he will issue the invoices so funds can be deposited into the HOA checking account for payment to be issued.

**Smoking Complaint**

Owner Greg Ford issued a complaint about a neighboring resident smoking with their unit. Karen stated this owner will be issued a warning and a fine for multiple violations.

**Next meeting will be held on May 21<sup>st</sup> at 3:30pm via Teleconference.**

**Meeting adjourned at 3:57pm.**