

Brooktree Townhouses Homeowners Association
Board Meeting Minutes
January 7th, 2021
Teleconference
3:30 p.m.

Board Members Present:

Tara Closky
Carlos Molina
Lisa Byther

Management Present:

Abel Vega
Steve MacDonald

Tara called the meeting to order at 3:52PM.

Review/Approve Board Meeting Minutes

Lisa moved to approve minutes. Tara second. All were in favor.

Old/New Business

VMC Items

Abel provided an update on recent violations that were noted during a recent walk through of the property. Abel stated that 206A was notified of their noise complaint. Lisa asked about the violation process. Abel explained that if an owner is noted for a violation they are first notified of a warning, additional offenses that are found for the same violation will result in additional notices with a corresponding fine. Carlos noted and shared pictures of 206A entryway violation with VMC who will notify the owner. Abel stated that Carlos and Josef notified VMC of a leak in the caretaker unit, Matt Debus, VMC Maintenance Director, notified and scheduled a repair with Turner Morris. Carlos stated that they are low on cinders. VMC will refill the cinder barrel. Tara stated cinders are being used on the wooden stairwells between A & B buildings and asked if there should be a concern for damage or pitting. The Board discussed. Steve recommended sand as an alternative.

Emergency Lighting

Steve asked about the emergency lighting that was request by the insurance provider. Carlos stated John Cona stated all that is needed is to replace the light fixtures with fixtures that connect to electricity and have battery backup. Tara asked if Mike Monaco should be used. Steve recommended the same electrician, Mike Monaco, should be used for this work. Carlos stated Mike Monaco did provide a bid for this work and asked Steve is Shaw Electric could also provide available options for emergency lighting by the office and laundry rooms. Lisa stated there were non-working lights within the complex and asked which lights were installed by Mike Monaco. Carlos asked Lisa to contact Native Electric to warranty any non-working lights within the complex and if the lights are not the issue, the Board will go back to the electricians and ask them to repair their work.

Future Meeting Times

Steve and Abel ask the Board to confirm future meeting times. Carlos and Lisa both stated the future meeting times will remain at 3:30pm going forward. Carlos stated after the construction projects are complete, the Board will move to bimonthly meetings.

Laundry Machines

Abel stated that three drying machines and one washing machine were noted to be unplugged. Each machine was tested and two of the dryers were found to be working correctly. Tara and Carlos stated they are looking into replacement machines. Abel stated he will share a bid for a full-service laundry service option for the Board's records.

Next meeting will be February 4th, 2021 at 3:30pm.

Tara stated the Board will move into Executed Session and moved to adjourn the Board Meeting. Lisa second. All were in favor. Meeting adjourned at 4:31pm.