

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

Board Members Present:

Karen Perez
Tara Closky
Lisa Byther
Carlos Molina

Caretaker Present:

Josef Lehner

Management Present:

Abel Vega

Karen Perez called the meeting to order at 3:36PM.

VMC Report & Rule Violations

Karen Perez stated the screed door for 112B unit is painted the incorrect color. Abel Vega stated he will notify the owners. Karen Perez also stated 110B has a baby gate blocking the patio for their unit. Abel Vega stated he will ask the owners to relocate the gate.

Old/New Business

B-building Roof Replacement

Karen Perez stated Horn Bros. will begin work on the B-building roof on Monday, September 13th. Work will take two weeks to complete and vehicles around the snow storage area will need to be moved to make room for a construction dumpster. Abel Vega stated he will send notice to owners.

111B Deck Color

Karen Perez stated the deck color for 111B's deck is incorrect and not consistent with what the DRB has approved overall. Karen Perez moved to deny 111B's request due to color of deck. Lisa Byther second. All were in favor. Abel Vega stated he will inform the owner and relay any additional questions to the Board.

Irrigation

Karen Perez asked when the irrigation is set to be shut down for winter. Abel Vega stated Matt will have it shut down in the next few weeks.

VMC Billing

Karen Perez stated she would like to speak with Steve MacDonald about maintenance billing. Abel Vega stated he will notify Steve MacDonald and have him contact her at his soonest availability.

Gutters, Heat Tape & Emergency Lighting

Karen Perez stated the Board is waiting on a formal heat tape bid and will follow up with Mike Monaco. Abel Vega stated a deposit has been paid for the gutters and we hope to have the work done as soon as the contractor is available. Abel Vega stated that Shaw Electric completed the emergency light installation as well.

Annual Meeting Date & Notice

Karen Perez stated the annual meeting date has been set for October 20th from 6pm to 8pm via Zoom Conferencing. Karen Perez asked Abel Vega to create a packet or the Board to review. Abel Vega stated he can send notice and the mailer after the Board's review.

208B Past Due Account

Carlos Molina stated he is seeking advice for how to pursue the owner of 208B for their past due account. There has been no response from the owner and multiple notices have been sent.

Insurance

Abel Vega stated that he will need help answering the questions from Steve Deraddo who is assisting with acquiring insurance bids for the association. Karen Perez stated she will review and response via email.

Owner List

Karen Perez stated the owner list will need to be updated. Abel Vega stated he will share an updated owner list with the Board and Caretaker

Parking

Lisa Byther stated vehicles are not pulling all the way into their parking spaces and recommended specialized stickers. Karen Perez asked that a parking notice be include in the Annual Meeting notice and packet.

Next meeting will be September 21st, 2021 at 3:30pm.

**Karen Perez moved to adjourn the meeting. Brent Black second. All were in favor.
Meeting adjourned at 4:26pm.**