

Brooktree Townhouses Homeowners Association
Board Meeting Minutes
Tuesday, January 4th, 2022
Teleconference
12:00 p.m.

Board Members Present:

Karen Perez
Tara Closky
Brent Black

Caretaker Present:

Orlando Torres

Management Present:

Abel Vega
Steve MacDonald

Karen Perez called the meeting to order at 12:05PM.

Review & Approval of Last Meeting Minutes

Karen Perez stated the last meeting minutes will be discussed and approved via email.

VMC Update

Abel Vega stated he contacted Chris Carpenter with 209B to see how he would like to move forward with inspecting the frost issue in his kitchen and have not heard back at the time of the meeting. Abel Vega stated he spoke with Scott and RTP Roofing concerning the potential leak around the scuppers on the C-building stairwell. An email went to Scott that also included the Board. May Lew with 301C was notified of her responsibility for the repairs due to using a hose connected to the 301C's water heater to wash the deck. Any questions or requests from May will be shared with the Board for review. A102 was found to be storing a wheel to a vehicle on the patio for their unit and Abel will reach out to Airi with AB Financial for the current fine status for 102A. Abel Vega asked for update on the payment insert for the new washer and dryers. Karen Perez stated she and Carlos Molina worked on cancelling the payment for the payment inserts and Brent Black will check on the status with Airi and AB Financial. Abel Vega stated the laundry room looked dirty noting the washer being dirty, trash and recycling needing to be taken out. Abel Vega did note that shoveling was done around the buildings and upper walkways.

Caretaker Update

Orlando Torres stated he was focusing on the snow shoveling and will have the laundry room cleaned this week. Karen Perez asked Orlando Torres to be sure he is checking the parking lot twice per day and asked him to look for vehicles without permits. Karen Perez also asked Orlando to install the large center line dividers for the middle parking spaces. Karen Perez stated Orlando was able to repair the broken GFI and stated Mike Monaco is going to inspect the heat tapes after the recent low temperatures. Orlando Torres stated he has patched drywall, removed molding, and will be painting the caretaker unit soon. Karen

Perez stated she has contacted Barbara Nelson who will be coming to measure the carpet in the caretaker unit and provide a bid for recarpeting the unit.

Old/New Business

Sandstone Park Update

Karen Perez stated a meeting date of February 5th has been proposed and stated Lisa Byther will not be available.

102A Update

Karen Perez stated the Board has not received a response concerning the agreement between Charlies T-shirts units and Brooktree.

Future Meeting Dates

Karen Perez stated the Board is considering new meeting dates and availability will be discussed via email.

Next meeting will be January 18th, 2022 at 12:00pm.

Karen Perez moved to move adjourn the meeting and go into Executive Session. Tara Closky second. All were in favor. Meeting adjourned at 12:54pm.