

**Brooktree Townhouses Homeowners Association**  
**Board Meeting Minutes**  
**Tuesday, March 1<sup>st</sup>, 2022**  
**Teleconference**  
**12:00 p.m.**

**Board Members Present:**

Karen Perez  
Tara Closky  
Lisa Byther  
Brent Black

**Management Present:**

Abel Vega

**Karen Perez called the meeting to order at 12:09PM.**

**Review & Approval of Last Board Meeting Minutes**

Brent Black moved to approve the last board meeting minutes. Tara Closky second. All were in favor.

**VMC Update**

Abel Vega stated he was onsite the week prior, filled empty ice melt/cinder buckets by C & D-building stairwells as well as spread ice melt/cinders on walkway problem areas. Abel Vega stated he reinstalled the wood pieces that were removed for electrical repairs in the D-building stairwell and also found the lock to the laundry room was broken. Asked if Orlando was able to inspect 209B frost issue.

**Caretaker Update**

Karen Perez stated the Board has noted several deficiencies in the service the caretaker has provided and stated he has not paid February or March rent. Karen Perez moved that if Orlando Torres does not pay February and March rent, his employment will be terminated per the rental and caretaker agreement. Brent Black second. All were in favor. Tara Closky recommends looking for a new caretaker for this spring/summer as the last test. Tara Closky stated if a new caretaker does not work out, the Board should consider contracting out the caretaker duties with renting the caretaker unit at full market rent.

**Old/New Business**

**Charlie's T-shirt Units Agreement**

Karen Perez stated she has not heard back from Nate Walsh and the fines have not been waived due to the agreement not being signed. Karen Perez will ask Airi with AB Financial to send fee reminder to owner and correct the owner's name on file for billing purposes.

**301C PSI Invoice Payment**

Abel Vega stated PSI Plumbing stated they have not received payment for the 301C deck leak. Karen Perez asked VMC to send one more reminder to May Lew to pay invoice directly and if it is not paid, the association will pay on her behalf and bill the owner directly.

### **208B Account**

Karen Perez stated 208B has outstanding dues and special assessment charges and is possibly selling the unit. Brent Black stated he has reached out in multiple ways and the owner is unresponsive. Brent Black moved to proceed with having Karen Perez's legal firm start the lien process for 208B past due special assessment and dues charges. Lisa Byther second. Karen Perez abstained. Tara Closky approved. The motion passed 3 in favor to 1 abstained.

### **Construction Loan Reconciliation**

Brent Black recommended involving Carlos Molina in the reconciliation process. Karen Perez agreed and recommended involving Joe Greco in the committee as well and will reach out to them both. Brent Black and Karen Perez stated they have not received monthly financials and Brent Black stated he will contact her about this.

### **Sandstone Park Update**

Karen Perez stated eight Board members between both associations were present for the meeting. In the next month, Sandstone Park will need to determine if they have insurance coverage on the bridge as they did not know at the meeting. Both association Board's agreed to having two shared meetings per year and the first meeting will be held on Saturday, May 21<sup>st</sup> at 3pm. Karen Perez stated both Brooktree and Sandstone Park agreed that Karen should speak with the 955 Sandstone association Board as they may also have ownership in the bridge. Karen Perez will also determine what the cost would be to survey the bridge and determine ownership and easement rights. Sandstone Park agreed to have bridge inspected which they are legally obligated to do every other year. Recommended involving 955 Sandstone association to partake in tri-party Board meetings. Also discussed was using the same contractors for certain services for continuity between both associations.

### **New Meeting Times**

Karen Perez stated meetings have been moved to 4pm on the first and second Tuesdays of the month. VMC will send notice to owners.

**Next meeting will be March 15<sup>th</sup>, 2022 at 4:00pm.**

**Karen Perez moved to move adjourn the meeting. Tara Closky second. All were in favor. Meeting adjourned at 1:35pm.**