

**Brooktree Townhouses Homeowners Association**  
**Board Meeting Minutes**  
**Tuesday, May 3<sup>rd</sup>, 2022**  
**Teleconference**  
**4:00 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 4:06PM.**

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

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

**Caretaker Update**

Karen Perez stated the Board is still working to schedule a review of the caretaker. Abel Vega reminded Board that the C/D-building pit needs to be pumped.

**VMC Update**

Abel Vega requested updated codes to key box to access laundry machine keys. Abel Vega reminded Board of annual dryer vent cleaning for the laundry room dryers. Karen Perez moved to have VMC schedule dryer vent cleaning. Brent Black second. All were in favor. Abel Vega stated he was unable to source the coin meter and basket for the new laundry machines. Tara Closky will confirm if final payment was stopped for the machines. Abel Vega asked if Mike Monaco as contacted to repair the D-building stairwell lights. Abel Vega stated he will contact Shaw Electric to issue a repair when available.

**Old/New Business**

**Rules Revision Update**

Karen Perez stated she is finalizing the final edits and will have them ready to share with owners shortly.

**Loan Reconciliation**

Brent Black gave a summary of the status of the loan reconciliation and recommended using a separate account to assist with the process. Karen Perez and Brent Black discussed options.

**111B Patio Improvement Request**

Karen moved to approve 111B's deck plans as submitted. Tara Closky second. All were in favor.

Next meeting will be June 7<sup>th</sup>, 2022, at 4:00pm.

Karen Perez moved to move adjourn the meeting. Brent Black second. All were in favor.  
Meeting adjourned at 5:14pm.