

# Northbrook Condominiums

## Meeting Agenda

### **Northbrook Condominium Board of Managers**

**Tuesday, November 15, 2022 at 6:30 PM - 52 Pamela Lane**

Meeting called by: Alanna Corjay

Attendees: Alanna Corjay – President, Margaret Senecal – Vice President, Brian Conway – Treasurer, Laurie Cameron – Clerk, Chris Lamkins – Maintenance Coordinator, Jim Wilkins – At Large

### Topics for Discussion / Agenda

- 1. Call to Order** - Alanna 6:37pm
- 2. Clerk's Minutes** - motion made to accept minutes, unanimous
- 3. Communications**
  - Brad Matthews - Neighbors of Cynthia Rd letter to the City.
  - Newsletter - bulletin board posting, need to know how to post.
  - Alanna received a doc-sign form from Elite that is doing the work for the fire project.
  - Unit owner asked Chris about the \$25K deductible.
- 4. Budget report**
  - Finances - Alanna confirmed costs w/accountant - \$10/ was the cost of the extra work Alanna had asked for.
  - Collection letters - Formal letter(s) to be created for board to use.
  - Assessments - beginning in February 2023 for 4 consecutive months - send out notification to community to make them aware it is coming.
  - Insurance contact discussed workman's comp and how it works and is reimbursed if not used.
- 5. Sub-Committee Updates**

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- Water leaks & Water Department - Laurie gathering more info. Water tool is in maintenance barn.
- Maintenance updates - Electrician for streetlights, adapters weren't there, Alanna ordered them, should be here soon.
- Forms submission for tree removal at 35 Pamela
- Getting multiple gutter quotes
- Board to look at properties and write down the items that need work.
- Newsletter to let homeowners know things are being looked at.
- Heat in winter, pipes froze in kitchen, open cabinet doors and let water drip - reminder to community.
- Vendor list - being compiled to have ready access.

### **6. New Business**

- Empty board seat - Motion made to add Jim Tryder to board, unanimous.
- Price comparisons for labor costs - Discussed labor costs of contractors
- Open meeting - holiday social - Holiday potluck -Senior Center.

### **7. Old Business**

- Tennis court – reviewing
- Hope Dr foundation work - flooring to be completed by homeowner

### **8. Matters not reasonably anticipated in advance of the meeting - 1. Key to bulletin board, Margaret to call Amesbury Industrial.**

### **9. Adjourn - Alanna adjourns meeting at 8:41pm**