

# CRANBROOK TOWNHOMES

## BOARD MEETING

Tuesday, October 4<sup>th</sup>, 2011

7:00P.M.

4617 NW 9<sup>th</sup> Avenue

### Agenda

- I. Approving minute from the previous board meeting.
- II. Ratifying and revitalizing Cranbrook Townhomes HOA
- III. Parking lot issues (quotations and vote)
- IV. Mail Boxes (quotations and vote)
- V. Lawn Care / ongoing maintenance
  - a. Review of contracts lawn contract
  - b. Item to be added to the lawn contract if necessary
  - c. Increase janitorial service monthly payment from \$200 to \$250.
  - d. Water meter issues concerning sprinkler system and solenoid wire damages
- VI. Beacon management Property contract (review of contract)
- VII. Blog for Cranbrook Neighborhood (choice of a blog and voting)
- VIII. Issues on rented properties and proper procedures to follow in case of rental
- IX. Designation of a substitute person from the board to co-sign checks in case of one of the two board member responsible to sign is absent.
- X. Bulk trash collection from backyard
- XI. Delinquencies
- XII. New Business

This board will only discuss the items listed on the agenda above. All additional matters will be tabled and addressed at the next board meeting.

Mathew Dickinson - President

Renato Silva - Vice President

Julio Silva – Director

Simone Scherer - Treasurer

Terence Delepaut - Secretary