

Meadowbrook Condominium Owner's Association- Board Meeting Minutes
December 02, 2010

Present: Susan Billy, Margaret Cho, Scott Locke, Luke Reese
Meeting called to order 7:30pm

- Approval of Agenda
 - Approved
- Review of Board roles for upcoming year
 - Susan Billy to continue as President, Luke Reese to assume Vice President role, Scott Locke to continue as treasurer, Margaret Cho to be Secretary, with assistance from Luke with website and database maintenance.
- Discussion and vote for 2011 budget and dues rate
 - Dues to remain at \$180/year for 2011. Elimination of \$5 discount for paying in full. Invoices to be mailed to homeowners to hopefully increase timely payments.
 - Money to be included in budget for anticipated landscaping of Meadowbrook roundabout, and for anticipated wetland maintenance issues.
 - Budget for 2011 approved, M,S,C.
- Document review and approval
 - Invoice format discussed and approved.
 - Bylaw highlights to be included along with invoice to all homeowners. Margaret to retype highlights reflecting areas of frequent concern.
 - Newsletter to be included in mailing with invoice & bylaw highlights
- Items for newsletter
 - Snow removal reminders, penalty for street parking will be enforced
 - Recap of annual meeting, Michelle Cottrell neighbor of the year.
- Sidewalk crack issues
 - Homeowner is responsible for repair and maintenance of sidewalk in front of or beside their home.
- Association insurance with Rathbun Insurance agency approved to pay for 2011.

Meeting adjourned 9:00pm
Respectfully submitted,
Margaret Cho, Secretary