

Kenbrooke Court Condominium Association
Minutes of Wed. Dec. 18, 2013

Board Members Present: Gary Apps, Jeff Carroll, Sean Fitzpatrick, Brandi Vischer.

Management Company: Matt Caley, Dan McGlynn

Co-Owners:

1. Call to Order: 6:05PM

2. Previous Month Minutes: The minutes from the November, 2013 meeting were unanimously approved.

3. Financial review

McGlynn gave an overview of the following: Expenses for November are \$30,996 compared to a budget of \$30,084. The year to date expenses through November are \$329,816 compared to a budget of \$337,290 or under budget by \$7,473. The total spent from Reserve funding through November is \$60,858. The accounts receivable total stands at \$12,846. The receivables continue to be substantially less than previous years. In general the finances are continuing to show improvement in cash position and fewer receivables.

4. Unfinished Business

The group discussed the items approved for completion in the capital budget. The schedule for completion of each is:

The only outstanding capital item was the detail work for the last laundry room door to be finished. This would occur when weather and time allowed as it's not essential to the function of the door.

The water treatment continues at building 17 as material is still available.

The group noted that all legal paperwork had occurred transferring ownership of unit 3569 unit to the Kenbrooke Association. The details of selling the unit would be discussed later in the meeting.

McGlynn said snow removal efforts have been ongoing and management is looking to ensure any concerns are addressed. The group agreed the services in general have been good.

5. New Business

The group next discussed specifics for the sale of unit 3569 and assigned responsibilities. Carroll would oversee the paperwork and asked for others to edit the work before sending it out. Management would review

the paperwork with Carroll and mail the final packet to all owners. The group agreed the unit would be open for viewing on January 3 and 4th and management would staff the 3rd and Carroll would staff the unit on the 4th. All bids would need a \$1000 deposit and cash sale only bids due by January 10th at the Davis Group office. Bids will be reviewed at the Monday January 13th board meeting and the winning bidder would be contacted. All deposits from other offers will be returned. The advertising portion will be done by Carroll and DeBat.

The group next discussed future meeting dates to schedule 2014 Kenbrooke meetings in advance. It was agreed the January meeting would be Monday Jan. 13th at 5:30 and all future monthly meetings in 2014 will be the third Thursday at 6pm at the clubhouse.

6. Adjournment

The meeting adjourned at 6:55 PM. The next meeting will be January 13, 2014 at 5:30pm at the clubhouse.