

## Birchbrook Manor Condominiums HOA Manager's Agenda- Board Meeting May 17, 2016

The Agenda subject to change at the meeting by the BOD President

- I. Call Meeting to order
- II. Owner visits- None expected
- III. Vender Visits- None expected
- IV. Approval of Prior Meeting Minutes
  - The 3/15/16 meeting; see other side BOD approval needed.
- V. Accounts Receivable/Collections
  - No collection issues this month!

### Unfinished Business

A. **Front Hallway rehab and painting specifications finalize-** Attachment document (Professional Painting May 17<sup>th</sup> 2016) reviewed and discussed. Will be out for bid but it budgeted for this year. Possibly add to the bid 5825 paint/fix plastic on door. (Estimated \$20,000 is budgeted for this project.) David will walk the property with companies that are bidding. Bids are estimated to come back in July.

B. **Alley Concrete repairs-**President preapproved and board agreed.

### New Business

A. **Request from owner of [REDACTED] for balcony repairs,** update: owner said she can handle the deck coating repair. Nothing further to discuss.

**Next meeting Date July 19<sup>th</sup> 2016**

*Minutes approved on 7/19/16*