



M E M O R A N D U M

DATE: January 13, 2012
TO: Board of Directors, Brookside of Middlebury Condo. Assoc., Inc.
FROM: Dawn Scott, Property Manager
RE: Monthly Board Meeting

A meeting of the Board is scheduled for January 19, 2012. The meeting will begin at **7:00 PM** and will be held at Shepardson Hall. Enclosed please find the agenda enclosures for the upcoming meeting.

- 1) Call to Order
- 2) Approval of Previous Meeting Minutes
- 3) Managers Report
 - a) Financial Reports
 - b) New Variance Requests
 - c) Inspections/Violations
- 4) New Business
 - a) Annual Meeting and Election of 3 Directors Positions
 - b) 2012 Budget Draft
 - c) Spring/Summer Landscaping Bids
 - d) Community Maintenance Items (Power Washing Homes and Repairs)
 - e) Common Area Maintenance Items (Fencing, Gazebo, Street Cracks)
 - f) CL&P
 - g) Pond Aerator
 - h) Web Site
 - i) Update on Lawsuit
- 5) Old Business
- 6) Home Owners Forum
- 7) Adjournment