



**No. 25 Downing Condominium Association, Inc.
Executive Board Meeting
November 19, 2008**

The monthly meeting of the Executive Board of No. 25 Downing Homeowners Association, Inc. was called to order at 5:50pm in the Loggia.

Board Members Present

Dana Busch, President
Jaime Richards, Treasurer
Brian Zall, Secretary
Tina Gangel, Committees

Others Present

Gregg Westwood, Director of Building Operations
Doug Pimple, accounting advisor

Approval of Minutes

After a motion from Jaime and seconded by Brian, the minutes from the meeting held October 15, 2008 were unanimously approved.

Manager's Report

The manager's report was included with the Agenda, presented by Gregg, and reviewed by the Board. Gregg noted that Dish Network installed their HD satellites and that service has commenced (with free service in the Fitness Center for the duration of the contract); a new 32" Samsung HDTV was purchased and installed in the Fitness Center; the fire control system was tested with no repairs needed; the sprinkler system has been winterized.

The Board briefly discussed the election of new Directors at the upcoming Annual Meeting and resolved that:

- the verbal resignations of Dana Busch and Tina Gangel, who have decided not to serve on the Board past the end of 2008 have been accepted;
- Bob Hanfling, Nancy Reynolds and Lisa Hoskins are nominated to stand for election at the 2008 Annual Meeting; and
- the Executive Board will determine the terms of its newly-elected members at a meeting to be held after the Annual Meeting, when it will also determine the Association's officers for 2009.

Gregg reported that Tara Thompson, owner of Unit 1-702 who was not present as requested to discuss her numerous infractions of the rules, was recently assessed a fine of \$500 for an additional infraction of the rules. A demand letter was sent on November 14, 2008, for which she has approximately 30 days to respond; and a lien has been filed against her unit.

Gregg reviewed recent changes in residents and owners, and he also reviewed the current list of contracts and service providers.

The Board briefly reviewed the project to replace the chairs in the Loggia. Two samples were examined, one with a wooden frame and another fully upholstered, and potential prices, based on the type of fabric or leather chosen.

The Board discussed the plans for the Association's Holiday Party.

Financial Report

The Board reviewed the financial statements for October. After a motion from Jaime and seconded by Brian, the financial report was approved.

The meeting was adjourned at 6:50pm.

Respectfully submitted,

Gregg Westwood, Acting Secretary