

# **No. 25 Downing Board of Directors Meeting June 18, 2008**

The monthly meeting of the Board of Directors of No. 25 Downing Homeowners Association was called to order at 5.50 p.m. in the Loggia

## Board Members Present

Carrie Phillips, Vice President  
Jamie Richards, Treasurer  
Brian Zall, Secretary  
Tina Gangel, Committees

## Others Present

Gregg Westwood, Director of Building Operations

## Approval of Minutes

Jamie Richards motioned and Brian Zall seconded to approve the minutes with corrections. The motion passed unanimously.

## Manager's Report

The manager's report was included with the Agenda, presented by Gregg Westwood and reviewed by the Board. It was noted that:

- Windows had been washed
- Power washing completed
- Carpet cleaning done
- The web site is live
- Phone transfer moving forward
- Vertical and horizontal stacks done
- Entry carpets to be installed first week of July
- Elevator switch work in progress
- Unit 401 will move-in during July
- Unit 301 is under contract

### Financial Report

- The financials were reviewed by the Board. Doug Pimple stated that the Balance Sheet and Income Statement and all accounts are in balance.

### Unfinished Business

- Rules and Regulations Review – Ongoing – will include contractor rules and clarify fine policy as an amendment in the Declarations and a collections policy to be in the Rules and Regulations.
- Unit 1-702 – Ongoing – Attorney would like clarification from other neighbors regarding the 3 vans in guest parking, vans loaded and unloaded in garage, parking on public streets and if the homeowner's account is delinquent.
- Parking Spaces – The Americans with Disability Act requires one spot in ten to be marked for handicapped parking. A motion was made by Brian Zall and seconded by Carrie Phillips that unallocated spaces will be leased out for a monthly rate and one space reassigned to the director. The motion carried unanimously. Garage spaces in both lots will be restriped.
- Wireless – seeking other bids

### Adjournment

With no further business to discuss the meeting was adjourned at 7.05 pm.

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Secretary

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Date