

No. 25 DOWNING HOA  
BOARD OF DIRECTORS MEETING  
JULY 16, 2008

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

Board Members Present:

Dana Busch, President  
Carrie Phillips, Vice President  
Jaime Richards, Treasurer  
Brian Zall, Secretary

Others Present

Gregg Westwood, Director of Building Operations  
Representing CAP Management was Aaron Monaco.

Approval of Minutes

Jaime Richards motioned and Dana Busch seconded to approve the minutes with the correction to her name. 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:

- Proposal from Dish Network is being reviewed.
- Carpet cleaning of all common areas is completed.
- New website went live.
- Shelf installed for stereo in the fitness center.
- Annual fire safety inspection had been conducted.
- New entry carpets will be installed on July 23rd.
- The elevator pit switch isn't working and a proposal for it's repair was included with the agenda. A date to locate the source of the issue is pending.
- Another proposal is being formulated for wireless service for the property.

Financial Report

- The financials were reviewed and approved by the Board. There were concerns about the gas and electric bills and it was felt that they would adjust by the end of the year.

### Unfinished Business

- Rules Renovation - The final resolution of the rules will be on the website after tonight. Homeowners will have until Aug. 10th to respond with feedback. At the Aug. 13th meeting these will take effect. Some clarification from Mark about towing is needed as there seems to be a loophole that exists.
- Transition - The transition is going well.
- Parking spaces - July 22nd (?).
- Loggia chairs - There is no update but Carrie Phillips will call tomorrow.
- Tara Thompson - In dealing with this issue go through the procedure laid out by Mark.
- Gate - A motion was made by Jaime Richards to put the gate on hold and seconded by Dana Busch. The motion carried unanimously.

### New Business

- Adoption of Resolution - There was a need for a signed acceptance. A motion was made by Brian Zall and seconded by Carrie Phillips. The motion carried unanimously.
- A suggestion was made by Brian Zall for dog waste bag dispensers. Gregg Westwood will get prices.
- The next meeting will take place on Aug. 13th at 5:30 in the Loggia.

Adjournment - With no further business to discuss the meeting was adjourned at 7:07.