

# **No. 25 Downing Board of Directors Meeting August 13, 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

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

## Others Present

Gregg Westwood, Director of Operations and Services

## Approval of Minutes

- Brian Zall motioned and Jaime Richards seconded to approve the minutes amended to show the leases for parking spaces will be completed on July 22<sup>nd</sup> and Homeowners will have until August 11 for feedback regarding the Rules. 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:

- A pet waste station, will be placed behind building 2, outside of service entrance door.
- Parking spaces and storage spaces have leases; Gregg will have both parking lots re-striped during the week of the DNC Convention.
- Carpet in building 1 had been installed, carpet for building 2 is back ordered.
- The elevator pit switch was not wired properly, this has been fixed.
- Gregg continues to investigate wireless service options and will look at the cost-benefit of leasing rather than purchasing equipment. Cabling of building has a "not to exceed" clause in the contract of \$1000. There should be no slowdown during peak times as the system is built to handle 300 users without a reduction in speed. A \$10 increase in dues is possible to pay for the cost, and each user would have a proprietary login and password. Tax implications regarding depreciation have not been investigated.
- Gregg was thanked by Brian for changing a light bulb.
- The "No Parking" sign in back will be changed to say "No Parking Fire Lane."

- New signs for new parking spaces have been ordered at a cost of \$75 each and will be installed after lots are re-striped, most likely by September 1, 2008.
- Warner Concepts is now servicing the fountain and has stabilized the chlorine resulting in clear water and a nicer look.
- HVAC pumps in individual units are owner responsibility and have a 15 year life expectancy. Some have gone out or need to be refilled with Freon. A tell-tall sign of a problem in the system is a lack of cool air coming out, however the cause could be a number of things and will have to be determined on a case by case basis.

#### Financial Report

- The financials were reviewed by the Board. Doug Pimple stated that homeowner accounts have been reconciled.

#### Unfinished Business

- Rules and Regulations Review – Ongoing – Brian Zall will re-write the Rules and Regulations to allow for three (3) pets, fix the parking and amend the storage.
- Attorney, Mark Payne, is on retainer to attend 2 meetings in 2008. It was noted that he should attend the annual meeting, Nov 19<sup>th</sup>.
- Doug Pimple will put in 5-10 hours of accounting work per month to tie up loose ends.
- Website – Gregg can update the homeowner data base but will need help with the main page and coding HTML.
- Loggia chairs – Samples are forthcoming.
- Parking Spaces – Gregg will notify those who are habitually parking in guest parking and offer them first dibs to rent a parking space.
- 1-702 was offered a hearing to contest that her employees were parking in the garage. She did not attend.
- A violation letter will be sent to unit 1-405 regarding smoking and throwing cigarette butts off the balcony.

#### Adjournment

With no further business to discuss the meeting was adjourned at 7.50 pm.

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Secretary

\_\_\_\_\_  
Date