

## **No. 25 Downing Executive Board Meeting August 19, 2009**

The monthly meeting of the Executive Board of No. 25 Downing Homeowners Association, Inc. was called to order at 6:35pm in the Loggia.

### **Board Members Present**

Brian Zall, President  
Robert Hanfling, Vice President (present by telephone)  
Jaime Richards, Treasurer  
Nancy Reynolds, Secretary  
Lisa Hoskins, Committees

### **Others Present**

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

### **Approval of Minutes**

The minutes for the meeting held June 17, 2009 were unanimously approved.

### **Director's Report**

The director's report was included with the Agenda, presented by Gregg, and reviewed by the Board.

Brian remarked that the attorney representing the Association in the matter of Unit 1-702 (Thompson) concerning the rules violations, unpaid dues, late fees and fines has been less than totally responsive in moving this matter forward. A portion of the amounts owed has been received. Brian will speak to him about the lack of progress, and he will check on the status of his suggestion that the parties set up a 408 Settlement Discussion in an effort to make some progress on this matter.

The new Loggia chairs have been delivered and the old ones have been sold. The summer party sponsored by PureVida Fitness Center was a success, although there has been some confusion in the parameters necessary for establishing a corporate membership (Gregg is working on completing this process). Gregg is also working on completing the necessary steps for the Association to become an FHA-approved property. Gregg reported that Unit 1-202 is now under contract for sale; this is the first such sales transaction in 2009.

The 2008 corporate income tax returns were signed and the 2008 audited financial statements were reviewed. In response to the auditor's request for documentation of the 2009 budget for reserve transfers, the Board unanimously approved a budget of \$44,136 in 2009 transfers. The Board anticipates that this amount, plus the \$15,864 reported as due from the operating fund to the reserve fund as of December 31, 2008 (a total of \$60,000) will be transferred to the reserve fund by December 31, 2009. Doug and Gregg will begin the preparation of the 2010 operating and reserves budget next month.

Gregg noted that he has had some difficulties with the contractor that provides HVAC maintenance and repairs. Specifically, the contractor has not met time commitments for the performance of agreed-upon preventive maintenance procedures and recently demonstrated unprofessional behavior in dealing with a unit owner. He is in the process of obtaining information about potential replacements for this important contract. The Board advised Gregg to discuss the situation directly with the owner of this service provider, and to continue to collect alternate bids.

The Board reviewed the July financial statements.

Gregg presented a "Reserve Fund Procedures" summary that he designed to provide internal controls over the management of the Association's investment reserves in light of the Bank's unwillingness to revise their forms concerning signature authorities.

Gregg reported that the buildings' EFIS have performed well this summer in light of the unusual amount of rain received. The Board approved approximately \$1,000 in patching that will be performed later this year when the windows are cleaned. At that time, some holes that have been the apparent source of houseflies getting into the building will also be sealed.

Gregg presented two bids regarding the installation of solar panels to provide electricity to the Association. An additional proposal will be received shortly.

The Board briefly discussed the lockboxes that are used to store master keys that may be needed in case of emergency. The lockboxes used by vendors contain keys to the common areas and the mechanical room. The lockboxes reserved for Board members contain these keys as well as a key to the Loggia, but neither lockbox contains a master key to all units.

The Board approved the planting of flower bulbs to provide some flowers in March through May.

Gregg received an e-mail from Cintas indicating that they have decided not to pursue their claim for damages from early termination of the contract in the hope that the Association will consider them for the floor mat contract the next time it is up for bid. Brian instructed Gregg to send a letter to Cintas saying that it is the Association's understanding that they have dropped their claim.

The Board briefly discussed a bill from JD Plumbing for weekend emergency service that was the responsibility of the unit owner. Gregg will collect this amount from the owner of the unit. The Board also discussed a noise problem with the tenant in Unit 2-303 and directed Gregg to send an e-mail to the owner requesting that instructions for corrective action be communicated to the tenant.

The meeting was adjourned at 7:50pm.

Respectfully submitted,

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Gregg Westwood, Acting Secretary