



## **Executive Board Meeting February 25, 2009**

The monthly meeting of the Executive Board of No. 25 Downing Homeowners Association, Inc. was called to order at 6:15pm in the Loggia.

### Board Members Present

Brian Zall, President  
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 January 25, 2009 was unanimously approved.

### Capital Improvements

The Board discussed the presentation from Terri Barnes at the last meeting and decided to proceed with replacement of the Loggia chairs and take her other recommendations under advisement. A survey of all owners will not be taken at this time.

### Financial Report

The Board reviewed the financial statements for January 2009.

The Board decided to table the discussion on internal accounting controls over cash management until the next meeting.

### Director's Report

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

After a brief discussion, the Board decided to defer acquisition of the equipment to provide wireless internet access to all residents based on the cost in relation to other financial demands of the Association at the current time.

The Board approved the refinishing of interior elevator walls in both buildings at a cost of \$1,500. With regard to apparent vandalism in the elevators, the Board discussed the acquisition of security cameras for elevators and outdoor common areas in the context of benefits received

versus liabilities assumed and costs incurred. Gregg was directed to obtain additional information.

A suggestion to re-paint the front doors to all units was discussed. A contractor who has done this work in the past on selected units has developed an efficient method to do the work, and Gregg was asked to find out if his price per door could be reduced by a quantity discount. Warner Concepts, who do a substantial portion of other repairs and maintenance for the Association, would also be interested in bidding on this project (which was not included in the 2009 budget).

The goal to install cellphone repeaters in the garage was given a low priority.

It was noted that noise from the expansion and contraction of metal (apparently due to temperature changes) was more noticeable on two floors in each building. The Board asked Gregg to explore solutions.

The item of upgrading the front doors so as to be power-assisted was discussed at length, especially in light of high labor costs recently incurred to adjust one of the doors in question. Consideration will be made to replacing the existing doors with those constructed of lighter materials.

The proposed renewal contract with Seminole Energy was reviewed. Gregg was instructed to request that the natural gas supplier add a clause that would provide some level of price stability.

Gregg reported that the carpet at the lobby entrance to Building Two will be replaced.

Gregg reported that the Association's lawyer is proceeding on foreclosing on Unit 1-702, the owner of which is Tara Thompson, who is seriously past due on her Association fees and has incurred several fines. A court date has been set for February 27, 2009. Gregg reported that his efforts to get the other owners on the delinquent receivable list have been successful.

Gregg was instructed to obtain cost information regarding the installation of carbon monoxide detectors.

Gregg recommended that the contract with Colorado Cleaning Services be renewed and the Board agreed.

The fact that problems with the elevators, that have recently been incurred on weekends when labor costs increase significantly, was discussed at length. Gregg reported that he is requesting credits on the preventive maintenance contract and is exploring potential modifications to this contract to provide better prices for weekend service.

The list of potential goals developed at the last meeting was reviewed and Gregg was asked to recommend priorities to assist the Board in its use of this list.

The meeting was adjourned at 8:00pm.

Respectfully submitted,

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Gregg Westwood, Acting Secretary