

No. 25 Downing Executive Board Meeting April 20, 2010

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
Lisa Hoskins, Committees

Others Present

Gregg Westwood, Director of Operations and Services

Homeowner Forum

- a. The Board has decided against paying the cost of the homeowner's cleaning invoice for Unit 1-301.

Approval of Minutes

The minutes for the meeting held February, 2010 were unanimously approved.

Review of Financials

The April financial statements were reviewed; all owners are also current with their HOA dues.

Unfinished Business (which has been complete)

- A. Retainer for Legal Counsel:** Mark Payne, the Association's legal counsel believes it would be more cost effective to not enter into a retainer agreement and just pay the hourly rate for questions and issues. **The Board unanimously approved this change.**
- B. Water Damage Control:** In the event of a water emergency/flood occurring during the evening or on weekends, **please call the Fire Department first**, and then the after-hours service. The Fire Department has a master key and can enter an unoccupied residence in order to locate the source of any emergency. Our vendors can then arrive and conduct the appropriate repairs. If your unit incurs water damage, we would like to encourage you to contact **Select Specialty Services** at **303.403.1900** for water remediation services, assessment and mold removal. They are board certified in these procedures. And in the interest of protecting the safety of all residents, if a homeowner chooses to contact another vendor, he/she will also need to hire Select Specialty Services or a company of comparable reputation to verify that proper measures are taken while removing water damaged items. ***The cost of this verification and any required testing is the responsibility of the homeowner.***

Spring Newsletter

Written and presented by Gregg. Newsletter will be distributed to all owners this week.

Review of Director's Report

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

- A. **HVAC Quarterly Maintenance** - The quarterly maintenance of the HVAC system was conducted in March.
- B. **Elevator Wood Panels** - The wood panels in the elevators were cleaned, glued and an oil finish was applied for protection. To stain the panels would cost approximately \$2,000, as they would need to be removed and taken to the shop, stripped and then stained. To replace the panels with a different wood would cost between \$10,000 and \$15,000 depending on the type of wood selected.
- C. **Emergency Generator Maintenance** - The emergency generator minor maintenance was conducted on **March 15th**.
- D. **Fountain** - The paint in the main fountain bowl had numerous large cracks, so the bowl needed to be grinded and then repainted. This was conducted the week of April 5th. The fountain is scheduled to open **Friday, April 16th**.
- E. **Carpet-Front Door Thresholds** - The carpet at some (17) of the front door thresholds of Building One were becoming loose. Colman Kahn had his installers re-stretch, tack and glue the carpet in those areas. There was no cost to the Association for this work.
- F. **Landscaping** - The sprinkler system was activated by **One Man and a Dog** on **April 14th**.

*A meeting is schedule with **Stems** on **April 22nd** to discuss flowers for this year.*

New Business

Welding Proposals – these were reviewed by the Board; a decision has been made to select Rick Meyer on the pretense that Rick will provide a 10-year warranty for his work conducted. Repairs to the south stairs of Building Two will be addressed first (since the 6th floor offers the most noise in the property and the homeowner complaints are coming from those whose bedrooms are closest to those stairwells). The Board will then assess further work in Building One and Two and decide when would be the best to conduct these repairs.

****There apparently is no safety risk.***

Security Analysis/Proposals - Three security proposals, as well as a brief synopsis, was presented at the meeting for the Board to review. The Board has decided to investigate & research further and present an option to the Homeowners for review and vote. Timeframe: TBD.

Thermostats for Garage Heaters - A proposal to add thermostats to the garage heaters has been collected. Currently, they have dials that residents are turning up and the result is costly. 60 degrees seems like a comfortable temperature. Since they will not be needed for several months, the proposal will be presented in October for consideration.

Issues are currently being researched and discussed and will be revisited in 2010:

1. Solar Panel Energy Information
2. Possible addition of a front gate with entry code to courtyard
3. Summer Party

The meeting was adjourned at 7:00pm.

Respectfully submitted,

Gregg Westwood, Acting Secretary