

**No. 25 Downing  
Executive Board Meeting  
September 15, 2010**

The monthly meeting of the Executive Board of No. 25 Downing Homeowners Association, Inc. was called to order at 6:00 pm in the Loggia.

**Board Members Present**

Brian Zall, President  
Jaime Richards, Treasurer  
Bob Hanfling, Vice President  
Nancy Reynolds, Secretary (Via Conference Call)

**Others Present**

Gregg Westwood, Director of Operations and Services  
Nancy Friday CPA, Accountant for Association  
Brad Morrison, Homeowner  
The Benitez's, Homeowners

**Approval of Minutes**

The minutes for the meeting held on June 16, 2010 were unanimously approved.

**Review of the Financials**

The June through August financial statements were reviewed and unanimously approved.  
All owners are current or becoming current with their HOA dues.

**Unfinished Business & Ratification of Decisions since the Last Meeting**

**Unfinished Business:**

1. Security Analysis and proposals – moved to look into key fob system during next rekey cycle
2. There was a request to add blinking lights to the garage to notify cars when someone is entering and exiting, this motion was declined
  - a. We are going to looking new sings for exiting the garage and resend the garage rules to homeowners

**Director Report & New Business:**

1. Audit was conducted and completed on June 22<sup>nd</sup>
2. Fire Inspection conducted and completed on June 23<sup>rd</sup> – property passed in all areas
3. Repainting of unit doors is about 98% complete
4. 10<sup>th</sup> anniversary party was a big success
5. Flagstone and slate sealing completed
6. Concrete project was completed on September 14<sup>th</sup>
7. Loggia – water tests will be conducted in the next few weeks and then the trim can be removed and replaced are still pending
8. Sliding doors sealing project is on hold until APS Stuccos is available
9. Units still under Reconstruction/Remodel are 1-901, 1-602, 1-405, 2-PH1, 2-502, 2-401, 2-402, 2-302, 2-202, 2-102
10. Brad Morrison suggested that we (the Homeowners Association) purchase or mandate homeowners to purchase water alarms for every unit.

- a. After lengthy discussion we moved to approved: Approved 3-4
  - i. Looking further into the prices of the water cup system or water sensors
  - ii. Looking at other buildings to see their procedures and protocols for water
  - iii. Look into board liability by covering the cost and install of water alarms in units
  - iv. Provide water education
- 11. Request for permission to install a stove for Ms. Revson was approved with the stipulation that she sign a form taking liability for any damages to the building. Approved 4-4
- 12. Contracts – looking into new Elevator contract
- 13. Board Members – the current board members have elected to stay on for another term. With the exception of Lisa Hoskins, as Lisa was not at the meeting to let us know her status. Robert Hanfling (Vice President) and Nancy Reynolds (Secretary) will need to be reelected at November's meeting. Brian Zall and Jaime Richards will fulfill the remainder of their terms.
- 14. 2010 Reserve Study was reviewed briefly and will be approved in the October meeting
- 15. 2011 1<sup>st</sup> draft was reviewed – Gregg Westwood, Nancy Friday and Jaime Richards will meet later in October to finalize any changes prior to the October meeting
- 16. The August 31, 2010 financials were reviewed. Approved 4-4
- 17. Pear Trees were approved and the funds will be taken out of next years reserves. Approved 4-4

**Date Changes:**

- 1. 2010 Holiday Party date was set for Tuesday, December 7<sup>th</sup> 2010
- 2. 2010 Annual Homeowners Meeting was changed to Tuesday, November 16<sup>th</sup> 2010
- 3. October board meeting moved to Thursday, October 21<sup>st</sup> 2010

**Tabled Items:**

- 1. Landscape proposal was tabled until the October meeting
- 2. Entry gate was tabled until we find out how much the fee will be to create the plan
- 3. HVAC proposal was tabled until the October meeting until Mark Tapey can attend
- 4. Garage Thermostats were tabled until the October meeting

**Meeting adjourned at 8:00 pm.**

Best,

Jaime Richards, Treasurer / acting Secretary