

**No. 25 Downing
Executive Board Meeting
November 16, 2011**

The regular meeting of the Executive Board of No. 25 Downing Homeowners Association, Inc. was called to order at 5:45 pm in the Loggia.

Board Members Present

Brian Zall, President
Jaime Richards, Treasurer
Bob Hanfling, Vice President
Nancy Reynolds, Secretary
Lori Reynolds, Social

Others Present

Gregg Westwood, Director of Operations and Services
Betty Hitchcock, 2012 Board member nominee
Gail Ashbrenner, 2012 Board member nominee

Homeowner Forum

No homeowners present.

It was acknowledged that an email decision to approve the Hawk's request for a storage room occurred.

Approval of Minutes

The minutes for the meeting held on September 27, 2011 were unanimously approved.

Review of the Financials

The 2011 financial statements to date were reviewed and unanimously approved.

Unfinished Business

Community Rules – Board agreed to clarify rules regarding garage bike racks as follows: Bike racks located directly in front of or adjacent to parking spaces that are assigned to specific condominium owners are reserved for the exclusive use of the particular condominium owner. Bike racks that are not located directly in front of or adjacent to assigned parking spaces are for general use by all condominium owners, as needed.

Gregg to send out reminder to home owners about bike racks or to place a reminder in the elevators. If bikes are not removed per the above rule, then Gregg will provide a second reminder and state that bikes will be removed within a given period of time.

Meeting adjourned at 6:30 pm

Nancy Reynolds, Secretary