

No. 25 Downing  
Executive Board Meeting  
September 27, 2011

**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

**Homeowner Forum**

No homeowners present.

**Approval of Minutes**

The minutes for the meeting held on June 29, 2011 were unanimously approved.

**Review of the Financials**

The financial statements to date were reviewed and unanimously approved.

**Unfinished Business**

The following resolution was adopted for contractors-

**For vendors working in residences:**

Any contractor or vendor hired by a homeowner shall provide a certificate of liability insurance to the director

**For large build-outs:**

A general contractor overseeing an extensive project must add No. 25 Downing as an additional insured to their general liability policy and shall furnish proof to the director.

The Board decided to keep the wording of the leash rule unchanged.

**New Business**

The first draft of the 2012 budget and reserve study were presented for review.

A request to convert 2 parking spaces into a storage room was sent by the Hawk's, 1-12/PH1. A discussion was held and more questions were developed to present to the Hawks.

The holiday party will take place on Tuesday, December 6<sup>th</sup> in the Loggia and the new 1-701.

Betty Hitchcock and Gale Ashbrenner will be presented as Board nominees at the Annual Homeowners Meeting on November 16, 2011.

**Meeting adjourned at 7:30 pm**

Nancy Reynolds, Secretary