

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**  
**OF**  
**KEY WEST CONDOMINIUM HOMEOWNERS ASSOCIATION**

**March 28, 2012**

A meeting of the Board of Directors of the Key West Condominium Homeowners Association (the Association) was held on Wednesday, March 28, 2012 at 15305-H Diamond Cove Terrace, Rockville, Maryland 20850.

Call to Order

Fran Glavan, President of the Association called the meeting to order at 7:25 p.m. and declared that a quorum was present in that the following directors were present:

Melanie Fitzgerald  
Fran Glavan  
Peggy King

Mary Nekola and Joanne Berry were not in attendance.

Also present: Dale Roan, Property Manager from Main Street Property Management Company and Terri Roney, Manpower, Recording Secretary.

Approval of Minutes

Fran noted that the letter about dryer inspections was not mailed yet. Management stated that he planned to send the notice with the notice about the annual meeting in June. There was consensus that a separate notice should be mailed so that it does not get overlooked in a mailing sent about the annual meeting.

Melanie moved to accept the minutes as submitted; Peggy seconded the motion, and it passed unanimously.

Pressure Washing

The proposals for pressure washing from Chesapeake Finishing and Gardener's General Contractor, Inc. were reviewed. Fran noted that the work has been postponed for a year, and it needs to be done this year.

Management stated that the company who performed the work in the past, (Himmeltharb), was not interested in submitting a proposal this year. He also noted that an additional \$3,000 should be added to the proposal from Chesapeake for stain and sealant.

Melanie moved to accept the bid submitted by Chesapeake Finishing to clean all of the concrete and balconies, sidings and seal the patios. Peggy seconded the motion, and it passed unanimously.

### Water flow problem

Fran stated that the water flow issue brought forward by Lisa Spangler has been resolved. She did a walk-through of the property and Alan is going to put down some rocks.

### Stair Treads

The proposals from Palmer Brothers and Gardener's to replace the stair treads were reviewed. Management recommended that the Association remove the first group of stairs leading from 15301-I to 15301-E and replace with the new treads which are stored in the parking lot. The treads not damaged will go to 15307 and replace any treads which do not match the original.

Fran stated that the Association still has the issue of identifying a company to make the steps, and, ultimately, there will be all new steps in all the buildings.

Melanie indicated that she will look for a company to make the steps.

### Roofs

The sample packets for the roof color were reviewed.

Peggy moved to accept the slate color for the roofing from Timberline. Melanie seconded the motion, and it passed unanimously.

### Maintenance Items

Management stated that Guardian has completed the annual fire inspection.

Management reported that the leak in 15308-J was due to deterioration of wood.

Fran stated that the exterminator will come every three months and treat the dumpster area for rodents. Management stated that the cost will be split with Decoverly.

### Financials

Fran reported that there is nothing new on the 2011 reimbursable to Decoverly. Management has not had any response from Shea Management. Fran will contact the President of the Association if there is no reply by the April meeting.

Fran reported that Barb Cino has agreed to pay \$400 in assessments to catch up on her arrearage. Her monthly assessment is \$300; so \$100 will go toward her arrearage until she brings her account current.

Melanie moved to adjourn the meeting at 7:55 p.m. Peggy seconded the motion, and it passed unanimously.