

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

May 23, 2012

A meeting of the Board of Directors of the Key West Condominium Homeowners Association (the Association) was held on Wednesday, May 23, 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 7:00 p.m. and declared that a quorum was present in that the following directors were present:

Joanne Berry
Melanie Fitzgerald
Fran Glavan
Peggy King
Mary Nekola

Also present: Dale Roan, Property Manager from Main Street Property Management Company and Terri Roney, Manpower, Recording Secretary. Residents attending: Edward and Barbara Heinhold of 15307 K.

Approval of Minutes

Fran asked if there were any additions or deletions to the minutes.

Mary inquired about distributing the minutes that contain sensitive information relating to a specific homeowner. Management will redact the name(s) of any homeowner(s) mentioned in the minutes that contain sensitive information.

Joanne moved to accept the minutes with suggested redaction; Peggy seconded the motion, and it passed unanimously.

Audit

The revised audit report was reviewed. Fran stated that she went through the minutes of the previous meeting to see if the corrections and clarifications were made.

Fran commented on the note on page 33 under Risk regarding the account at Smith Barney. She noted that it is not an account with any risk associated with it. Mary stated the only reason she could think of as to why the auditors are classifying it as a risk is if they're saying it is not insured. Management will get a clarification from the auditors on that note.

Fran also noted that the Association is garnishing the wages of the homeowner of 15301C, and the auditors should be made aware of that.

Mary moved to accept the audit report with the correction as noted. Joanne seconded the motion, and it passed unanimously.

Fran signed the audit.

Painting

Management reported that the pressure washing is completed and the Association needs to review the outside of the structures and decide what needs to be painted. Fran noted that the complex is due for a complete painting in 2013.

Barbara Heinhold mentioned that the portion of their deck underneath the railings was not sealed. Mary indicated that there is also some untreated wood on her deck.

Management will make an inspection and make a proposal for painting.

Stair Treads

The proposal from Hann & Hann was reviewed. Management stated that Hann & Hann will provide a sample step for \$100. Fran stated that she's not as much concerned about the look of the tread as long as it has traction. Management suggested that Hann & Hann replace the treads in 15303 and once the work has been reviewed and is determined to be acceptable, management will ask for a quote for the remainder of the buildings. Fran mentioned that the treads are now 19 to 20-years old.

Mary moved that Management contact Hann & Hann and have them replace the stair treads in 15303. After completion and inspection, management is authorized to get a quote from Hann & Hann for the remainder of the buildings. Joanne seconded the motion and it passed unanimously.

Roofs

Management stated that the contractors started roof repairs on 15305, and he asked the contractors to repair the dormer in 15301 B.

HOC

Management reported that HOC performed an inspection of the property and found some lights out (exit and emergency lights). He asked if Montgomery Lighting should come out every three months to check the lights, since someone needs to actually push a button in order to test the emergency lights. Fran agreed that Montgomery Lighting should come out and check the emergency lights periodically – once every six months.

Compactor

Management stated that there is a problem with rodents getting into the compactor. The exterminator came out and is working to address the problem. The Association does have a

contract with the exterminator, and Fran stated that hopefully they will monitor the situation more closely in the future.

Maintenance letter to homeowners

Management distributed a draft letter about maintenance procedures to be sent to homeowners with the notice for the Annual Meeting. Fran stated that she has no issues with the letter.

The dryer vent inspections were discussed and the issue of capping other vents was also discussed. Fran suggested getting quotes on what it will cost to cap the other vents. Management recommended doing it before winter. Fran suggested getting some bids for fall work.

Mary moved to approve the letter, as presented, to be mailed with the minutes /agenda for the Annual Meeting; Melanie seconded the motion and it passed unanimously.

New Homeowners

Edward and Barbara Heinhold of 15307 K were introduced as the newest homeowners.

Maintenance Items

Melanie asked Management if, now that building 15307 has a new roof, repair work has started on Mr. and Mrs. Pomponio's unit. Management stated that he would add that to his list of Action Items, with a note to expedite this item.

Barbara Heinhold mentioned that there are two dead trees by 15309. Management reported that they are not a part of Key West.

Financials

Management reported that the landscaper is determining what charges are to be charged against Decoverly.

Fran noted that the financials are in good shape. The Association is in the black year-to-date.

Other

Management distributed information about a new Maryland state law regarding pit bulls and cross-bred pit bulls. The law has ramifications for condominium associations. Fran asked Management to contact the Attorney to find out what the Association's duty is regarding this law, and what the Association should do to protect itself. Melanie expressed concern about the potential liability the law presents for the Association.

The meeting adjourned and went into Executive Session to discuss delinquent accounts.

EXECUTIVE SESSION

Fran referenced pages 58 and 59 of the Management Report that contain a letter from Amy Stein to the Attorney requesting a payment plan for delinquent fees. Management reported that the Attorney is in the process of garnishing Ms. Stein's wages. Ms. Stein still owes \$8,000 - \$9,000. Melanie stated that the homeowner has been on payment plans before, however, she remains in arrears. Fran asked Management to let the Attorney know that he should proceed with the garnishment proceedings. Fran noted that Amy Stein did not contact the Association directly. Her request to accept a payment plan in lieu of garnishing her wages was sent directly to the Attorney.

The delinquent account report was reviewed. Melanie noted that Shannon Kraus is two months late. Her assessment is only \$295.

Management reported that Sheila McKelvin, Unit 15309, called and she is willing to pay \$200/month towards her arrears. She has been on a payment schedule. Fran stated that, since she lives in the complex, she should be given another opportunity to bring her account current. She needs to start paying her monthly fee plus \$200 plus attorney fees.

Fran reviewed the other delinquencies and noted that several of them are seriously delinquent, however, the amounts of some of the others are inconsequential. Management reported that the homeowners are reminded each month about their delinquencies.

Fran noted that Barb Cino is on a payment plan, and her account is now current.

Fran reported that Julie Fifer talked with her about the caps that were put on the dryer vents several years ago. Some birds got into Julie's vent and caused a rip. Since the Association installed the initial dryer vent cover and it failed in Ms. Fifer's unit, she is requesting the Association to pay for half of the repairs.

Fran noted that the Association installed the cap; it failed, and, in the interim, damage was done.

Mary moved to reimburse Julie Pfeifer, 15311 Unit J, \$275 for the repairs to the dryer vent. Melanie seconded the motion, and it passed unanimously.

Melanie moved to adjourn the meeting; Peggy seconded. The meeting was adjourned.