

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

June 27, 2012

A meeting of the Board of Directors of the Key West Condominium Homeowners Association (the Association) was held on Wednesday, June 27, 2012 at Fields Road Elementary School, Gaithersburg, Maryland.

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:

Joanne Berry
Melanie Fitzgerald
Fran Glavan
Peggy King
Mary Nekola

Also present: Jeff Kivitz, Main Street Property Management Company and Terri Roney, Manpower, Recording Secretary. Residents attending: Edward and Barbara Heinhold, Trey Jones and Barbara King.

Election of Officers

Melanie moved to nominate the current slate of officers for another term. Joanne seconded the motion, and it passed unanimously.

Approval of Minutes

Fran asked if there were any additions or deletions to the minutes of the May 23, 2012 meeting. A page was missing from the minutes so action was deferred until the July meeting.

Stair Treads

Fran reported that Hann & Hann provided a quote for the supply and installation of 48 treads for 15303 Diamond Cove Terrace. The quote was for \$110 per tread. Management asked the Manager to revisit the quote because the previous quote, less than a month prior, was for \$98 a tread with a cost increase for materials only going into effect. Hann & Hann replied that the first quote had an error in it.

Mary moved to accept the revised bid from Hann and Hann for installation of 48 treads. Melanie seconded the motion and it passed unanimously.

Air Duct Covers

Melanie moved to accept the proposal submitted by Chimney Masters to replace the missing vent guards, both dryer and exhaust, on Key West property. Joanne seconded the motion. It passed unanimously.

Financials

Fran noted that according to the Decovery IV easement agreement, they should be billed for part of the cost for the extermination of rats at the compactor. It is a shared expense. Management will follow-up.

Other

Trey Jones asked if the assessments are going to increase, and Fran responded that the budget meeting has not taken place yet, but she thinks there will be a small increase. The vendor contracts have small increases in them, and the Board feels strongly that they should maintain a healthy reserve balance.

Trey stated that he believes the Association's reserves are on the high side, and he thinks that the current contracts should be renegotiated and other vendors considered. Fran stated that a Reserve Study was just completed, however, the study does not account for the increases that occur for cost and materials. The Board tries to be prudent and does it due diligence with respect to contractors. Fran noted that it will cost \$50,00 to paint all eight buildings and painting is not a reserve expense. After the painting, there will be another project – there is an ongoing list of projects to maintain the property. The decks need to be replaced. They are almost 20 years old.

Fran noted that there is information in the management report about the World Energy Company, which is a resaler of electricity. It may be a way to save money. The information will be discussed at the July meeting. Fran will do some research, check references, etc. If there is interest in pursuing the service, the company can be invited to give a presentation at a future Board meeting.

Melanie moved to adjourn the meeting; Mary seconded. The meeting was adjourned at 7:50 p.m.