

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

**September 18, 2012**

A meeting of the Board of Directors of the Key West Condominium Homeowners Association (the Association) was held on Tuesday, September 18, 2012 at the offices of Management by Main Street, Gaithersburg, Maryland.

Call to Order

Fran Glavan, President of the Association, called the meeting to order at 7:15 p.m. and declared that a quorum was present in that the following directors were present:

Melanie Fitzgerald  
Fran Glavan  
Mary Nekola

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

Approval of Minutes

Fran asked if there were any additions or corrections to the minutes. Melanie referred to page two, first sentence, the line should read: “garnishing the wages of the former homeowner of 15301C.”

Mary moved to accept the minutes of the May 23, 2012 meeting with the stated revision; Melanie seconded the motion, and it passed unanimously.

The July meeting of the Board of Directors was not held due to the fact that there was no quorum.

Compactor Painting

Fran complimented Chesapeake Finishing on the good job that they did painting the decks. She has also received numerous compliments from residents.

Melanie moved to accept the proposal from Chesapeake Finishing to paint and repair the dumpster and dumpster enclosure for \$1,500; Mary seconded the motion, and it passed unanimously.

Pit Bull Policy

Management presented a suggested draft policy regarding pit bulls. Mary stated that the Association needs to have a policy that conforms to the new regulations and protects the Association with minimum intrusion to homeowners.

Management will forward the draft policy to the Attorney for review and recommendation.

Budget

Fran reported that she has not received any feedback from residents regarding the budget and Management indicated he has not received any questions either.

Mary moved to approve the Key West 2013 budget as proposed; Melanie seconded the motion, and it passed unanimously.

Management will send out the budget to homeowners. He will include in the mailing another copy of the letter about rights and responsibilities and a copy of the letter about the Maryland condominium law regarding insurance.

#### COC Hearing

There was no update on the COC Hearing.

#### Snow Removal

The proposal from AW Landscapes, Inc. for snow removal was reviewed.

Melanie moved to approve the contract from AW Landscapes, Inc. for snow removal with two additions: (1) the handicap parking spaces should be hand shoveled if a vehicle is parked in the space when the lot is cleared, and (2) in the event of a heavy snow, the lot should be cleared a second time. Mary seconded the motion, and it passed unanimously.

#### New Homeowners

New homeowners since June 1, 2012 include: Tiffany W. and Wai L. Wang (15306-H); Todd Etelson (15308-H); and Julie Robinson (15308-A).

#### Financials

Fran reported that she reviewed the financials, and they look fine.

#### Dryer Duct Cleaning

The list of homeowners who have not submitted proof that the dryer ducts have been cleaned in their unit was reviewed. Fran directed Management to start calling in the owners, who have not submitted proof of cleaning, for a hearing. Management will send certified letters to the homeowners informing them of the hearing, and advising them that if they do not appear, a fine will be assessed.

#### New Business

Fran directed Management to purchase water detectors for each unit. They are a great investment; she had a leak in her unit that the water detector alerted her to. Mary suggested also buying batteries for the detectors.

Melanie moved to adjourn the meeting at 8:05 p.m., Mary seconded the motion, and it passed unanimously.

Approval of Minutes of Executive Session

Melanie referred to page four in the second paragraph and clarified that her concern was not that Shannon Kraus was two months late on her assessment but that her assessment was only \$295. Her assessment should be \$300 for 2012 dues.