

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

January 23, 2013

A meeting of the Board of Directors of the Key West Condominium Homeowners Association (the Association) was held on Tuesday, January 23, 2013 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
Peggy King
Fran Glavan
Mary Nekola

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

Minutes

Peggy moved to accept the Minutes of the December 4, 2012 Board Meeting; Joanne seconded the motion, and it passed unanimously.

Requests from Homeowner in 15303-L & 15306-E

15303-L: The dryer duct was cleaned on August 1, 2012; however, Management did not receive notification. Mary moved to drop the fines and the certified letter fee levied against the homeowner of 15303-L; Peggy seconded the motion, and it passed unanimously.

15306-E: The owners are appealing the \$15 certified letter fee incurred for sending the notice about the dryer duct cleaning. The Board denied the request due to the fact that the Association incurred the cost because the homeowner failed to comply with the request.

Audit Renewal

Mary moved to approve the proposal from Kahline & Associates in the amount of \$1,560 to conduct an audit of the Association's financials and prepare the federal and state income tax returns; Joanne seconded the motion, and it passed unanimously.

Dryer Duct

The list of units that have not completed the cleaning of the dryer ducts was reviewed. Management is working with T & D Duct Cleaning to have the units cleaned from the outside only.

Management will send a letter to the homeowners informing them that since they have failed to comply with the Association's request for dryer duct cleaning, and the cleaning is a fire safety

precaution, the Association is proceeding to have the ducts cleaned. The owners will be fined \$50, in addition to the \$50 assessed in October, plus the cost of the cleaning.

Mary moved to approve sending letters to homeowners informing them of the fine and advising them that the Association will have the ducts cleaned; Joanne seconded the motion, and it passed unanimously.

15303-E Sale

The sale of 15303-E has been scheduled.

Pit Bull Dog Rule

The Maryland legislature is considering a new law regarding the Pit Bull Dog rule. Management will check with the Attorney and provide a status report at the February Board Meeting.

Financials

Management reported that the extra charge in the budget's line item for Lawn Maintenance and Contract is a charge for water. Since the water was for new plants, there should not have been an additional charge. Management will contact the landscaper about the charge.

Other

Management will review the budget numbers with respect to Decovery IV, and reply to Ms. Shea's request.

Fran requested Management to be sure to include Chesapeake when he solicits bids for painting of the buildings. Chesapeake did a good job on the compactor and decks.

Fran requested Management post the meetings for 2013.

The March meeting will be held on Tuesday, March 19, 2013.

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