

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

OF

KEY WEST CONDOMINIUM HOMEOWNERS ASSOCIATION

WEDNESDAY, DECEMBER 1, 2011

A meeting of the Board of Directors of the Key West Condominium Homeowners Association (KWC) was held on Wednesday, December 1, 2011, at 15305-H Diamond Cove Terrace.

Call to Order

Fran Glavan, President of KWC, called the meeting to order at 7:02 p.m., and declared that a quorum was present in that the following directors were present:

Joanne Berry
Melanie Fitzgerald
Fran Glavan
Mary Nekola

Peggy King was absent.

Also present: Dale Roan, Property Manager from Main Street Property Management Company and Ms. Caroloa Ortega of 15309-N. Mary Nekola and Melanie Fitzgerald acted as Recording Secretary.

Regular Open Forum

15309-N. Ms. Ortega had questions about the billing of repairs done to her unit. Fran explained that costs to repair common elements are borne by the Association but that costs to repair pipes that belong to an individual unit are the responsibility of the unit owner. Ms. Ortega was satisfied with the explanation.

Approval of Minutes

It was noted that minutes for executive sessions should be prepared separately from the minutes of the regular meeting. Fran supplied information missing in the draft minutes of the regular meeting. Joanne moved to accept the minutes as amended. Mary seconded the motion, and it passed unanimously.

Roof Specifications

The Board discussed the pros and cons of having ETC handle the bidding process or having Management solicit bids from contracting companies. Mary moved that KWC engage ETC to conduct the bidding process for \$1400 since this is the first roof KWC is replacing. Melanie seconded the motion which was passed unanimously.

Rat Control:

The rat traps have been effective. Management was asked to obtain a proposal for ongoing rat control.

Mailboxes:

Fran volunteered to check the mail boxes to determine which still need to be painted. Apparently there was some confusion about whether Wayco was to paint just the mail boxes or the mail boxes plus the parcel boxes. Management was advised that Wayco should paint all of the mail boxes and parcel boxes, even if there is an extra charge. Melanie moved that KWC engage Wayco to paint the parcel boxes at a cost of \$115 each; Joann seconded the motion; and it was passed by unanimous vote.

Audit Proposal:

Management presented a proposal from Kahline & Associates to prepare the Association's 2011 audit and tax returns for \$1,535. Melanie moved that we accept Kahline & Associates proposal; Joann seconded the motion; and it was passed by unanimous consent. Fran signed the contract on behalf of the Association.

15301 C:

Management reported that the bank's management company is "working" on winterizing 15301 C. Strong objection was made to this plan in that freezing weather has occurred and this should have been taken care of months ago. Management was told to have our attorney contact the bank's management company and put them on notice that they will be held responsible for any damages caused by their neglect.

15311 I:

Discussion centered on the mold situation in this unit and who is responsible for the cost of the clean-up. Jeff Kahn from Minkoff inspected the unit but said it was not possible to determine who was at fault for the damage to the floor and walls. The Board agreed to remediate the problem.

Maintenance and Financials:

Management reported on the problems with the water pressure in the building at 15305, and in Unit G in particular. Management was asked to work with the homeowner and the plumbing company to repair the pressure valve and arrange a time to retest the pressure in Unit. G.

There were no comments on the financial reports.

The Board thanked Management for reinstating the FHA approval of the condominium project.

Management discussed ordering test steps from a local company to compare with the two new steps installed at 15301 to determine which is preferred.

Melanie moved to adjourn the meeting at 8:04 p.m.; Joann seconded the motion which passed unanimously.