

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

**January 25, 2012**

A meeting of the Board of Directors of the Key West Condominium Homeowners Association (the Association) was held on Wednesday, January 25, 2012, at 15305-H Diamond Cove Terrace, Rockville, MD, 20850.

Call to Order

Fran Glavan, President of the Association, called the meeting to order at 7:01 p.m., and declared that a quorum was present in that the following directors were present:

Joanne Berry  
Melanie Fitzgerald  
Fran Glavan

Mary Nekola and Peggy King were not in attendance.

Also present: Dale Roan, Property Manager from Main Street Property Management Company. Melanie Fitzgerald acted as Recording Secretary.

Approval of Minutes

Fran asked if there were any additions or corrections to the minutes of the meeting held on December 7, 2011. There were no changes noted. Melanie moved to accept the minutes, as submitted. Joanne seconded the motion, and it passed unanimously.

Recording Secretary

Management suggested hiring someone from Manpower to act as recording secretary. Fran asked management to look into this and let us know how much it would cost to hire someone from Manpower.

Rodent Control

Fran noted that the rat traps placed around the trash compactor appear to be working and since the price is reasonable, she suggested that we enter into a contract with Womack Pest Control. Joanne **made a motion** to hire Womack Pest Control, and Melanie seconded the motion. The motion was passed unanimously.

Roof Replacement

Fran said that she had checked the Better Business Bureau for the ratings of the companies bidding on the roof project. Katchmark Construction and Northeast Contracting had an A+

rating. The fourth company, Northern Virginia, had a C rating. There was insufficient information to determine a rating on Palmer Brothers, but there were no unresolved complaints against them.

The bids ranged from \$192,000 to \$266,000 for all eight roofs over a **three**-year period, with construction beginning immediately and ending in 2014. It was noted that the Board usually does not pick the lowest bid, but because of the Katchmark's good rating with the BBB and because Katchmark was recommendation by ETC, the Board selected Katchmark to complete the project.

Melanie moved that we accept Katchmark's bid to replace the roof of building 15307 and, if done satisfactorily, that we then extend the contract with Katchmark for the remaining buildings. Joanne seconded the motion, and it was passed unanimously.

#### Leak in 15306 B&F

The leak in units 15306 B and F was discussed. Fran told management to contact Minkoff or ETC to find out what the problem is—whether it is just rotten wood or if there is a bigger problem—and then have it fixed.

Also on building 15306—there was a report of water flowing onto the sidewalk and turning into icy patches. This should also be addressed.

#### Miscellaneous

As of this time, management reports that it has not received a bid from Palmer Brothers for **replacing the concrete steps.**

A notice of the meeting dates for 2012 was posted on the trash compactor. However, Fran and Dale noted that they will not be available for the scheduled September meeting so we will have to select an alternate date.

#### Financials

It was decided that management should return Discoverly IV's excess funds to them because they need the money. **This will be done once we have the final financials for 2011.**

No problems were noted on the financials.

The last landscaping bill should have had **some work for Discoverly IV separated from the Key West work. Once located it should be adjusted from the Discoverly IV financials.**

Melanie moved to adjourn the meeting at 8:09 p.m. Joanne seconded the motion and it passed unanimously.