

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

February 22, 2012

A meeting of the Board of Directors of the Key West Condominium Homeowners Association (the Association) was held on Wednesday, February 22, 2012 at 15305-H Diamond Cove Terrace, Rockville, Maryland 20850.

Call to Order

Fran Glavan, President of the Association called the meeting to order at 7:20 p.m. and declared that a quorum was present in that the following directors were present:

Melanie Fitzgerald
Fran Glavan
Peggy King

Mary Nekola and Joanne Berry were not in attendance.

Also present: Dale Roan, Property Manager from 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 of the meeting held on January 25, 2012. There were no changes noted. Melanie moved to accept the minutes as submitted; Peggy seconded the motion, and it passed unanimously.

Roof

Fran distributed a copy of an email from Kyle Parsons of Engineering and Technical Consultants, Inc. The email contained answers to questions that the Attorney for the Association posed about the contract for the roof project. Fran will share the answers with the Attorney and if they are acceptable, the contract can be signed.

Melanie moved that the Attorney review the answers provided by Kyle Parsons of Engineering and Technical Consultants, Inc. in reference to the roof contract. If the Attorney deems the answers are acceptable, we authorize Management to approve the contract. Peggy seconded the motion. The motion passed unanimously.

CCOC Complaint

Ms. Ortega of 15309-N filed a complaint with the Commission on Common Ownership Communities over charges amounting to \$448 that were billed to her for drywall repairs to her unit. Management sent a copy of the complaint to the Attorney who said that the Association has

the right to bill her for the repairs.

Management presented a proposed reply to the complaint addressed to the Commission. The recommendation is to go to mediation.

Management obtained two bids from vendors that the Association works with on a regular basis and both bids came in at approximately \$800. Unless Ms. Ortega performed the work herself, it is likely she would have had to pay a substantially higher amount for the repairs than the \$448 that the Association billed.

Fran stated that all of the Association's actions are in order and we are ready for the meeting before the Commission. Management indicated that he is waiting to hear from the Commission as to when the meeting will take place. Fran offered to attend the meeting with Management.

Melanie suggested that in the future, management get waivers signed from residents before work is done advising that the unit owner is responsible for payment for the repairs if it is found to be a problem with the individual unit and not with a common area.

Lockboxes

Melanie moved to authorize management to add and replace the lockboxes on 15306, 15305 or/and 15307 and 15301. Peggy seconded the motion. The motion was passed unanimously.

New Homeowner

There is a new homeowner of 15301-C; however, Management indicated that he has not received any settlement papers yet.

Management pointed out that there was a notice from PEPCO on 15303-E indicating that the electricity will be turned off. Management will give the owner until March 1st and then will go in and make sure the water is turned off in the unit. Fran suggested having the hot water heater drained.

Maintenance Items

Management indicated that Minkoff has been given authorization to start testing.

Fran stated that the light pole in front of 15306 is now working and thanked Management for taking care of that.

Fran stated that she thought we should go with Palmer on the stairs.

Financials

Management indicated he corrected one landscaping bill, and it has been included in the December financials.

Management will contact Barbara at Decoverly IV Condominiums and determine how they want to handle the \$10,493.74 variance.

Other

Management stated he put another sticker on the car with expired tags at 15311-J stating that the car will be towed on March 1. He noted the sticker is gone.

New Business

Fran stated that the Association needs to send a letter about dryer inspection. Management indicated that the first letter that was sent out about the annual meeting in March mentioned dryer inspection; however, a reminder letter will be sent.

Melanie stated that Management needs to give notice to the Amir family about the baby stroller.

Management stated he needed to raise the issue of missed payments from Barbara Sinclair. She offered a payment plan, however, she has missed two payments. Fran said to send the matter to the Attorney.

Fran asked if it was time to garnish the wages of the unit owner across the hall. Management stated that they did receive \$4,000; however, Melanie pointed out that he still owes \$9,000.

Fran stated that we need to check and see where we are with power washing the buildings and sealing the decks. Melanie suggested contracting with someone to do the work. Management indicated that Palmer is too high, and Fran stated that the work needs to be put out to bid.

Melanie suggested that the contract for the power washing needs to be finalized quickly and asked Management to have the bids by the March meeting. Fran stated that the contract does not need to be sent to the Attorney for review.

Fran asked Management to compile a list of ongoing projects that need to be completed. The parking lots need to be painted every five years; power washing the decks, etc.

Melanie moved to adjourn the meeting at 8:14 p.m. Peggy seconded the motion, and it passed unanimously.