

**RECORD OF PROCEEDINGS  
LONDON HOUSE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**February 13, 2008**

***Draft***

The regular meeting of the Board of Directors of the London House Condominium Association was held on Wednesday, February 13, 2008 in the Clubroom at 1233 Ogden Street, Denver, Colorado.

**Call to Order:** The meeting was called to order at 6:30 PM. The following directors were present or absent as indicated:

Sheri Tracey	Present	Denis Martin	Present
Rosemary Brown	Present	Kym Bloom	Present
Michael Cruz	Present		

Kaye Welch from Western States Property Services was present. Richard Seeman, Resident Manager, was present.

**Homeowner Forum:** No homeowners were present to address the Board.

**Staff Report:** Richard presented his report on maintenance issues to the Board of Directors. His report is filed with meeting documents. Several areas that needed a good cleaning were presented to Richard.

**Minutes:** After review, Denis Martin moved to approve the minutes from the January board meeting as amended. Rosemary Brown seconded the motion and it was carried.

**Financials:** The balance in the operating account at the end of January 2008 was \$6,644.77. The balance in the reserves money market account at the end of January 2008 was \$58,504.16. The account balance in laddered CDs with Dain Rauscher was \$50,000. Delinquency was at \$5,584.27 at the end of January, down \$2,707.25 from January. Net Profit/Loss year-to-date was \$9,361.36 under budget. Delinquencies were reviewed. The Board approved waiving the \$.32 on account for #603. Financials were approved for audit.

**Manager Report:** The action items and communications were reviewed and are filed with the meeting documents.

**Unfinished Business:**

- Kym Bloom and Richard Seeman are looking for sandstone sealant information on the Internet.
- Remodel update: Garden level hallway painting and installation of new light fixtures complete. New carpet squares will be installed March 10<sup>th</sup>. The Board would like to see if High Country Painting could strip the wallpaper and prep/texture the end walls by the elevator doors, and paint the hallways and ceilings of the rest of the floors. Michael Cruz will contact them. The vendor would come back when colors for the end walls are determined to paint those areas and the elevator doors. Carpet for the other floors will be installed as funds become available. New light fixtures will be ordered for all floors, including a couple of extras for future needs, and will be installed floor by floor as the paint is finished. Paint contractor will need to protect the carpeting on the other floors.
- Poolroom roof replacement is almost complete. Cleanup will be done when job is finished. Gustavo will seal the two balconies that run water onto the roof when weather permits.

- After discussion, the Board of Directors determined to offer a salary increase of 5% on the staff anniversary. However, the Board would like to have the staff step up the quality of cleaning, to keep both entrances cleaned and shined every day, to put a 40-hour per week in to the job and to watch for and remedy items that need to be addressed. Manager will work with the staff and the Board of Directors will monitor the work completion.
- The Dain Rauscher account has not been placed into CDs as of this meeting as paperwork has not yet been completed.
- Committee Reports:
  - Exterior: The committee will meet with Mark Payne of A Cut Above the Rest in April to get some input on landscape improvements for 2008.
  - Interior: The committee will wait until hallways are remodeled to install further artwork.
  - Communication: Newsletter due and will be making web site updates.

**New Business:**

- The Board of Directors would like Richard to clear a path of snow with the snow blower behind each row of vehicles along the north side parking lot. The north parking lot is to be plowed/cleared with any accumulation of snow.
- Vehicle in parking space 3 has a flat tire. Letter will be mailed.
- Director Discussion:
  - Michael Cruz reported being accosted about smoking in the poolroom by a guest of a resident. Smoking is allowed in the poolroom.
  - Kym Bloom and Sheri Tracy reported that they get dark spots on their light clothes from using the washing machine. Manager will check with Automatic Laundry on contract renewal and new machines.
  - Denis Martin remarked that we should start looking at the exterior soffits and painted areas for maintenance needs and that the dog station at the SE corner of the yard is not visually pleasing. It will be lowered in the ground when the ground thaws.
  - Rosemary Brown remarked that cardboard boxes are not being broken down when placed into the recycling bin. She will make a recycling reminder and distribute to residents. Rosemary also would like the Board to consider installation of kick plates on the hallway/stairwell doors at some point.
  - Kym Bloom noted a bike that has been attached to the front Loading Area sign for a while. Richard is to tag for 24 hours and then remove. Kym also reported people continue to park in the front Loading Area and the Board determined Richard is to tag those vehicles that remain there for long periods of time for a 72-hour tow.
- Sheri Tracy made a motion to appoint Michael Cruz as Treasurer. Denis Martin seconded the motion and it was carried.
- The Swingle services agreement for the Bed & Border Weed Program and aeration in spring and fall and treatment for Elm Scale was approved.

**Adjournment:** There being nothing further brought before the Board, the meeting was adjourned at 8:15 PM.

Respectfully submitted,  
Kaye Welch, Recording Secretary