

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

January 14, 2009

Approved

The regular meeting of the London House Condominium Association, Inc. was held at 6:00 PM on January 14, 2009 in the Club Room at 1233 Ogden Street, Denver, Colorado.

The following Directors were present or absent as indicated:

Michael Cruz	Present	Lars Brink	Absent
Kym Bloom	Present	Denis Martin	Absent
Dana Johnson	Present		

Kaye Welch was present from Western States Property Services.

Richard Seeman was present as Resident Manager.

Homeowner Forum:

1. Owner of #402 was present and addressed the Board of Directors with a couple of questions. The Board agreed to waive the late fee that is on his account because the check was received during the holiday mail and may have been late because of that.
2. Michael Cruz was present as a homeowner requesting approval to have a third dog in his unit. The Board discussed the request with Michael not present and determined that the rule of only allowing two pets per unit was not negotiable. He will have 30 days to make other arrangements for the third dog.

Staff Report: Richard submitted a written report on events and issues that the Board should be aware of, which is included with the meeting records.

Approval of Minutes: After review, the minutes from the November meeting were approved as read. Manager needs to email annual meeting approved minutes for 2007 to Kym for inclusion on the web site.

Financials: The balance in the operating account was minus \$12,995.22 at the end of December 2008. The balance in the money market reserve account was \$15,313.39 and the balance in the Dain Rauscher Investment account was \$48,176.06 at the end of December 2008. Delinquency was at \$12,286.63, up \$880.99 from November. At the end of year 2008, the Association net profit to loss was \$7,413.44 over budget. Financials were approved for audit.

To ensure no late charges against the Association are accrued from any of their accounts, the Board is requesting a credit card for use in payments from The Bank of Choice where their operating and money market accounts are held. Manager will process. Richard will hold one and the manager will hold one. Kym moved to approve this request and Dana seconded the motion, which was carried.

Manager Report & Communications: Written reports and copies of communications were reviewed and are part of the meeting records.

Unfinished Business:

- The elevator upgrades were started on January 9, 2009 on the north elevator. It is expected that each elevator will be out of use for about three weeks during the upgrades.

- Since the homeowner of #212 did not attend the meeting to discuss the back charge for water remediation to her account, the Board determined that the responsibility for the water damages to common elements and immediate water remediation was hers to bear and the expected payment in full. Manager will review her account to ensure all charges are accurate and then send her a letter noting the decision.

New Business:

- Manager is to check on chimney cleaning – the last time it was done and who is responsible.
- The grilling on balconies policy was reviewed. The policy is that an electric grill may be used on balconies, or a propane grill may be used only if the propane tank with the grill is a 2 pound or less tank. No charcoal grills are allowed to be used on the balconies, per the City and County of Denver.
- The contract with Mac-Gray Intelligent Laundry (formerly Automatic Laundry) for lease of machines for ten years, which includes provision of all new appliances and \$2500 for refurbishing the laundry rooms, was approved and signed by the Board.
- The contract for 2009 services by Swingle Tree and Lawn Care was reviewed. All of the services that they used to provide the Richard now provides for the Association were marked off of the contract and the European Elm Scale application and two aerations were approved by the Board. Michael moved to approve as revised and Kym seconded the motion, which was carried.
- The 2009 agreement letter from Orten Cavanagh Richmond & Holmes LLC for legal counsel was reviewed. The Board approved continuing working with them for 2009 with the retainer. Michael Cruz moved to approve and Kym seconded the motion, which was carried.
- After discussion, it was determined that Richard will be solely responsible for the live plants in the pool room that were purchased by the Association.
- Owner of #508 requested approval to install sound insulation in his unit interior. The Board noted that as long as the work did not disturb any common element systems or include structural changes, a homeowner does not need approval for interior improvements.
- It was noted that a homeowner believes the resident in #305 may be using a grill on their balcony that is out of compliance with the grill rules.
- The next meeting will be February 11, 2009 at 6:00 PM in the Club Room on site. A representative from Stewart Boyer will be present to review the boiler and building equipment. Projects for 2009 will be discussed.

Executive Session: The Board went into Executive Session to clarify the staff job description and to review the task list. Some changes were made to the responsibility of the Resident Manager and will be monitored by the managing agent and the Board of Directors.

Adjournment: There being nothing further brought before the Board for discussion, the meeting was adjourned at 10:00 PM.

Respectfully submitted,
Kaye Welch, Recording Secretary