

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

June 28, 2011

Electronically approve 8/1/11

The regular meeting of the London House Condominium Association Board of Directors was held at 6:30 PM on June 28, 2011 in the Club Room at 1233 Ogden Street, Denver, Colorado.

Quorum: The following Directors were present or absent as indicated:

Kym Bloom	Present	Jennifer Kemps	Present
Dana Johnson	Present	Sara Hofer	Absent
Alex Ferber	Present		

Kaye Welch was present from Western States Property Services.

Richard Seeman was present as Resident Manager.

Homeowner Forum:

- #311 homeowner requested the Board help him out with the attorney and late fees from his account since he was out of the country when his payments went to the wrong management address based on the old address on the web site. The Board said they would discuss his request and get back to him by letter.
- #603 was present to monitor the meeting.
- #302 was present to address some questions and thoughts she had regarding interior carpeting and landscape.

Guest: Anthony Oliver was present from CIS to run through any questions the Board might have regarding carpeting, process and timeline for carpet installation and his quote. He also brought carpet samples with bound edges for the Board to see how the base carpeting would look along the hall walls.

Staff Report: Richard submitted his monthly report to the Board, which is included in the meeting records. Swamp coolers will be replaced in the spring of 2012.

Minutes: After review, Jennifer moved to approve the May board meeting minutes as submitted. Dana seconded the motion and it was carried.

Financials: The balance in the operating account was \$7,781.28 at the end of May 2011. The balance in the money market reserve account was \$85,313.72. Delinquency was at \$5,259.74. Net profit/loss for the year-to-date was \$1,708.94 under budget. Dana moved to approve the financials for audit. Jennifer seconded the motion and it was carried.

Manager Report and Communications: The Board reviewed the manager's action item list and communications, which are included with the meeting records.

- Unit doors will be refinished as needed in the future. Some are very scratched and faded.

- Survey by Coyle Engineering was handed out with a report and measurements on the '10 stack building movement. Engineer will be back out in six months to re-measure any movement.
- Asphalt seal coat and re-stripe is scheduled for July 14/15. Dana offered up some information on off street parking for the overnight. Residents will be notified.
- Pricing for lock and key changes for building access were discussed and tabled until 2012 when the Board will re-think installation of electronic access.

Unfinished Business:

- Carpeting proposals were reviewed and discussed. The following motions were made:
 - Jennifer moved to re-carpet hallways 1-6. Alex seconded the motion and it was carried.
 - Jennifer moved to replace the wood baseboards in all hallways with carpet base. Alex seconded the motion and it was carried.
 - Jennifer moved to re-carpet all of the stairwells and landings with carpet to match the hallways. Alex seconded the motion and it was carried.
 - Jennifer moved to keep the current wood baseboards in the stairwells and on landings. Alex seconded the motions and it was carried. Dana opposed the motion.
 - Jennifer moved to replace the carpeting in the clubroom at the same time for \$1300 without making any changes to the current base. Alex seconded the motion and it was carried. Dana opposed the motion.
 - After review of three contractor proposals, Dana moved to accept working with the vendor Contract Interior Surfaces. Alex seconded the motion and it was carried.
 - Manager to bring all carpet samples and set up in front door lower foyer with notices placed in the bulletin boards so residents may provide any comments to a Board Member or put written concerns under the Resident Manager door for the Board.
- Cleaning of the hallway vent lines and the dryer vent line was discussed. Out of two quotes, Jennifer moved to accept the Coit bid for cleaning for \$894. Alex seconded the motion and it was carried.
- Handbook revisions were tabled due to time constraints.

New Business:

- After discussion, Dana moved to collect the attorney fees from #311 and waive the late fees and the \$1 underpaid on dues. The Board considers this action a good will gesture, which may not be offered again. Alex seconded the motion and it was carried. Homeowner will be notified.
- Alex said he thought it would be beneficial to install a small ledge by back door on the exterior so residents might balance packages on the ledge while unlocking the door. This might allow better use of the key allowing pulling the door open with an empty hand instead of using the key in the lock to pull the door open. Manager and Richard will see what can be done.
- The next meeting will be July 19th. At this meeting, the Board will make the final decision on carpeting color and pattern and base.

Adjournment: There being nothing further to discuss, the meeting was adjourned at 9:10 PM.

Respectfully submitted,
Kaye Welch, Recording Secretary