

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

**March 13, 2006**

*Approved*

The regular meeting of the Board of Directors of the London House Condominium Association was held on Monday, March 13, 2006, in the Clubroom at 1233 Ogden Street, Denver, Colorado.

**Call to Order:** Vice President Rosemary Brown called the meeting to order at 6:30 PM. The following members were present or absent as indicated:

Sheri Tracey	Present	Denis Martin	Present
Rosemary Brown	Present	Kym Bloom	Present
Troy Williams	Present		

Kaye Welch from Western States Property Services was present.

Richard Seeman, Caretaker, was present.

**Open Forum:**

- Emma Brown asked about reimbursement from last year for printing expenses. The manager reported that after investigation several months ago regarding the same request, there was no invoice or sales receipt found turned in from Emma for the expenses. This same issue was addressed last fall and all records are at the auditors now. The manager had done an intense investigation many months ago and had reason to believe that Emma's expenses were included in a reimbursement check to a Board member. Richard Seeman was approved to give \$15 to Emma from the petty cash account.
- Emma Brown would like a copy of minutes, as she doesn't have access to them by Internet. The Board will post approved minutes on the London House website, a copy will be placed on the bulletin boards on site, and any owner may request a copy from the management company. Minutes will no longer be mailed to owners without request as a cost effective measure.

**Staff Report:**

- Upon review of the Swingle contracted services for 2006, Richard Seeman agreed that he could provide the weed control, fertilization and Revive application services for the Association.
- Richard irrigated the shrubs and trees during the previous extended dry spell.
- After discussion, it was agreed that Richard would provide the landscape labor for the Exterior Committee in 2006. The budget for landscape capital improvements in 2006 is \$439.44. The Exterior Committee will work with Richard on plans.
- After review of commercial vacuum options, Sheri Tracey moved to purchase a shoulder vacuum. Kym Bloom seconded the motion and it was carried.
- Richard will be requesting bids on replacements of balcony spacers.
- Roofer to be contacted regarding final permit inspections and approval and removal of permit in the window. Richard will inspect the SW corner scupper with the contractor, Adams Roofing, and will request the heater strips be re-inserted in the downspouts.

- Richard will install a bolt on the second floor electric meter closet so the doors stay closed properly.

**Minutes:** Sheri Tracey moved to accept the minutes from the February meeting as amended. Denis Martin seconded the motion and it was carried.

**Manager Report:** The Board reviewed the written report and communications from the manager.

**Financial Report:** Treasurer Troy Williams reviewed the financial reports with the Board. The operating account balance at the end of February 2006 was \$313.91. The reserve account balance at the end of February 2006 was \$14,766.77. Delinquency for dues was \$10,036.47, up \$3,992.55 from January. Troy Williams moved to accept the financials for audit. Sheri Tracey seconded the motion and it was carried.

**Unfinished Business:**

- Committee report:
  - Communication Committee is getting newsletter ready to go out mid-April. Will include yard sale information.
  - Exterior Committee reported that Rosemary and Richard are working on the exterior plan for 2006 within their budget.
  - Interior Committee reported the bid cost to replace the carpet in the elevator flooring with vinyl and decided to ask Richard if he can install vinyl.
- After discussion, the Board determined that revising the Articles of Incorporation, the Bylaws and the Declarations would be in the best interest of the Association and would bring the governing documents up to date with current laws at a cost of \$4500. This would be a benefit to all owners and the cost would be covered out of the Association funds with no special assessment being assumed. The cost would be based on the Association being on a monthly retainer of \$125 per month. With the delinquency and other legal counsel the Association continues to need from Candyce, it is prudent to contract for services on a retainer basis and taking advantage of the discounted legal costs offered with the retainer. Rosemary Brown expressed concern that if the Association agreed to the retainer now, could the Association reconsider at the end of the year whether to continue on the retainer basis or not. Answer: Every year the Association makes a new decision based on cost effectiveness on contracted legal counsel. Troy Williams moved to sign the agreement with Candyce to work on a retainer basis for 2006 at \$125 per month and to contract to revise the governing documents for London House Condominium Association. Denis Martin seconded the motion and it was carried by quorum. Rosemary Brown voted against the motion.
- All but a few owners are paying special assessments. Those accounts will be treated as delinquent and collection will follow the process of collection as approved by the SB100 governance policy on assessments.
- An update was prepared on the water damage from #601 into #501. The Association opened an insurance claim so a professional adjustor could detail the needed repairs. The deductible for claims is \$5,000.00. Further updates will be forthcoming.
- Discussion was held regarding the separations of ceiling corners during the process of the roof replacement. The weight of the new roofing materials,

including the tapering system, was much less than the removed roofing. The old roofing was two layers thick with silver coating on the top. The two roof materials were soaked through with water and frozen, causing a very heavy roof, which was a safety concern. When the old material was removed and the sub roof was dried, the movement of the dry out process caused the material to expand and shrink, which caused some separation of surfaces in a few top floor units. It was determined that Richard could make the few caulking and spot painting repairs. The #509 damage to the exterior of the balcony ceiling over the window needs to be repaired and the window sealed. This damage was in place prior to the roofing project and was not caused by the roofing installation.

**New Business:**

- It was reported that #509 was letting the dog use the balcony as a restroom.
- After discussion, Denis Martin moved to accept the bid from Columbine Applications to install a new boiler room fire rated door and jamb for the amount of \$878.00, as required by the insurance carrier. Kym Bloom seconded the motion and it was carried.
- Sheri Tracey and Denis Martin are preparing coordination of a spring balcony cleanup and decorative competition. The Board would judge balconies from the ground level. The first floor window decorations and appearances would be included in the competition. The Association will purchase long handled squeegees for residents to use to clean the exterior of the balcony walls.

**Adjournment:** There being nothing further brought to the attention of the Board, the meeting was adjourned to executive session at 8:07 PM.

Respectfully submitted,  
Kaye Welch, Recording Secretary