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## **Majestic Condominium Board of Directors**

### **Meeting Minutes**

**February 13, 2007**

Meeting called to order at 7:40 p.m.

In attendance: Ken Davidson

Flagg Youngblood

Brian Wrenn

Diane Brown

Michael O'Neill

#### Election of Officers

The following positions were filled:

President - Flagg Youngblood

Vice President - Brian Wrenn

Treasurer - Michael O'Neill

Secretary - Diane Brown

#### Building Issues

**Bulletin board:** The Board decided to purchase a closed and locked bulletin board to put up in the lobby. It will hold meeting notices, a list of Board members, management company contact information, notices to the residents and possibly other items. Flagg will look into options and forward the information to Michael so he can make the purchase.

**Garbage Can:** Ken will follow up with Sergio re: replacing the garbage can that should be in the lobby.

**Labeling:** Ken will contact Sergio re: having the water shutoff valves and HVAC units properly labeled.

### Emergency Contact List and Keys

Flagg will draft a letter for Chatel to send out to all residents. The letter will list their current emergency contact information and ask them to make any updates and will include a stamped envelope. The letter will also remind the residents that the by-laws state that we must have a copy of their key to allow for emergency access to their units.

### Insurance

The Board realized a need to better understand the limits of the Associations insurance coverage and how liability is assigned between the unit owners and the Association. Brian will obtain a copy of our current and previous policies, and he will contact the insurance broker to find out about what legal advice they can offer re: what we should tell the unit owners. The Board will then write a letter to send to the owners outlining their responsibilities and encouraging them to obtain sufficient coverage.

### Fines

The Board will discuss the option of instituting and enforcing fines for violations against the by-laws at a future meeting.

### Legal Advice

Michael will look into options for the Board to keep an attorney on retainer and we will discuss at a future meeting.

### Meeting Schedule

The Board will plan to meet the second Tuesday of every month. Once this schedule is confirmed it will be distributed to the owners. We will also distribute an agenda before each meeting.

Submitted by Diane M. Brown, Secretary

February 14, 2007