

**The Plaza at Dunn Loring (TPDL) (aka Westbriar Plaza)**  
**Board Meeting – 4/18/13**  
**Minutes**

- Meeting called to order by President at 7:08 pm, 4/18/13
- Attendance: Directors present: Sara Wachspress, Ina Nenninger, Kenny Shealy and Deborah Howard were on site. Scott Scheurich attended by phone; Managing Agent: Derenda Culligan present
- President noted that a quorum was Present at the Meeting.
- **Motion** to approve minutes from 3/21/13 Board meeting: Ina Nenninger motioned, Deborah Howard 2<sup>nd</sup> the motion, motion passed by unanimous vote.
- **Unit Owners Forum:**
  - a. Anders provided update on Verizon's Concierge web-site
- **Management Report:**
  - "No parking – Towing" sign template
  - Clubhouse security system – Cameras will be hooked up Monday
  - Access cards, software, other association cards – [ACM to determine] billing for service
  - **Motion** to replace light fixture above building 2665 entrance to new retrofit light, NTE \$650: Ina Nenninger motioned, Kenny Shealy 2<sup>nd</sup> the motion, motion passed by unanimous vote.
  - Rubber Roofing – Completed
  - Certificate holder for elevators – received will be installed next week
  - **Motion** to hold an Executive Session with Ian Imber, to be scheduled per his availability: Ina Nenninger motioned, Kenny Shealy 2<sup>nd</sup> the motion, motion passed by unanimous vote.
  - Water Management-Emailed all non-participants
  - Nationwide Roofing Claim – Interior repairs will be completed on most of the units next week
  - Clubhouse insurance – is enforced and will have additional amount to us soon
  - More recycle bins will be put [in garbage rooms] in next week and will have drivers be more careful
  - Committee meetings need to be scheduled in advance to make sure of notices and clubhouse availability
  - Attorney will be at the next meeting to talk about how to run board and committee meetings and the responsibilities of the board, committee members, etc.
  - FHA Qualifications – Have to have at least [½ resident owners] 59 residents and we are at 59 now.
  - Elevator monthly inspection report – Put up signs, did inspection, have the reports. [ACM to determine] billing for service
  - Verizon phone lines out: 3 elevator lines, [also] need numbers for all door king units
- **Officer Report(s)** – Kenny Shealy shared samples of composite board to use on the upper decks.
- **Committee Report(s)** – Deborah Howard presented bids received for painting and carpeting hallways.
- **Motion** to go into Executive Session to discuss financial and individual unit issues at 8:30 pm: Ina Nenninger motioned, Kenny Shealy 2<sup>nd</sup> the motion, motion passed by unanimous vote.
- **Motion** to come out of executive session at 9:00 pm: Sara Wachspress motioned, Deborah Howard 2<sup>nd</sup> the motion, motion passed by unanimous vote.
- **Motion** to waive late charge for item #7 of Executive Session: Deborah Howard motioned, Kenny Shealy 2<sup>nd</sup> the motion, motion passed by unanimous vote.
- Meeting adjourned at 9:17 pm. Kenny Shealy motioned, Deborah Howard 2<sup>nd</sup> the motion, motion passed by unanimous vote.

*Sara Wachspress*  
6/20/13