

Susan LaRocca presented a quote to re-key the clubhouse, pool and tennis/racquetball courts with a master key and make copies of the key for the Owners. After discussion, the Board agreed that this provides an opportunity to get an accurate listing of the owners & occupants of the units, because Owners would have to fill out an information sheet, come to the Office and sign for a new key – **no keys would be given to tenants**. It was agreed that each Owner will get two (2) keys at no cost; however, if an Owner wants to purchase an additional key, they would have to pay \$50.00 for the key in accordance with the Association's Governing Documents. It was agreed that the Board would review & make suggestions regarding the draft information sheet prepared by the Manager. Susan was instructed to draft a letter to the Owners detailing the procedure to be implemented to have the Owners sign for their new keys & turn in the information sheets. Jane Hamilton made a motion to accept the quote from Lacey Lock Service, Inc. and approve the expenditure of up to \$900.00 to re-key the clubhouse, pool and tennis/racquetball courts, provide two (2) keys to each Owner and implement the above-described system to obtain the necessary information from each Owner. Cathy Griffith seconded the motion and it passed unanimously.

Jane reminded everyone of the upcoming Annual Meeting in April and informed the members present that the terms of office of all of the members of the current Board were expiring this year and that the Association was in need of volunteers to be candidates for the Board. It was agreed that a letter detailing the consequences of the Association not having sufficient volunteers for a Board and soliciting candidates. The Board is considering putting an amendment to the Governing Documents on the Agenda that would reduce the amount of votes necessary to amend the Documents to a majority of those present at a duly called meeting of the membership. The Manager was instructed to contact Clayton & McCulloh regarding the language for the amendment and information on methods for voting on this issue.

The Manager was requested to cite the tenant in #607 for working on his vehicle in the parking lot and the Owner of #610 for the on-going noise violation by the tenant and ascertain the date the tenant will vacate the unit.

With no further business to be conducted, Kathy made a motion to adjourn the meeting, Cathy seconded the motion and it passed unanimously. The meeting adjourned at 8:19 p.m.

Respectfully submitted

Susan D. LaRocca, Association Manager  
For the Board of Directors  
Garrett's Run\A Condominium