

Directors Meeting Minutes

Promenade Towers

April 21, 2016

Directors present: Gunnel Hansen, Megan Ladd, John Rastl and Jim Zafirson

Directors absent: Dave Mathieu, Leonard Ney and Mark Rockwood

- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from March 17, 2016 were approved as written.
- 3) Treasurer's Report: John Rastl presented a summary of our income and expenses through March.
 - The Operating account balance was \$36,449 and Reserve balance was \$789,803 as of March 31, 2016.
 - 1 unit is over 60 days in arrears with a balance of \$445.
- 4) Unfinished Business:
 - Elevator Modernization Project – Mr. Rastl reported work on elevator #2 continues. It is estimated that, assuming no new issues, work will be completed in approximately 2 to 3 weeks. Elevator # 1 will be out of service Monday, April 25th from 1:00 PM to 3:00 PM to allow for the installation and wiring of the elevator control boxes. Dave deBree will send an email notifying residents.
 - Fire Alarm System Upgrade – Mr. Rastl informed the Board the permits were granted by the city and work has commenced. Alarms have been upgraded to have alarm, horn and strobe capability. There are now 7 such alarms on each floor (previously there were 5) and additional pulls have also been installed throughout the building. There will now be a pull at every exit.
 - Smoke testing of the new fire alarm system will be done in conjunction with alarm testing of the elevators after work is completed on both projects.
 - Sheetrock repairs and painting of areas affected by the elevator and fire alarm projects is to be done after both projects have ended.
 - Pool Fence & Gate Update – Mr. Rastl reported via notes provided by Mark Rockwood that the contract with Burns Fencing has been signed and a deposit has been made. Materials are on order. It is estimated to be 3 weeks until materials are delivered and then 1 week for installation.
 - T-Mobile Changes – Mr. Rastl again reported via Mr. Rockwood that the building permits have been approved. There will be 3 new antennas installed. 3 will remain and the existing Microwave Dish will be removed.
 - T-Mobile electricity charges – Mr. Rastl informed the board T-Mobile does not have a separate meter for electricity and that we are expected to send T-Mobile a bill for the amount of electricity used. This charge has not been done for several years, probably due to the changing of persons responsible for billing. We will contact T-Mobile about recouping unpaid amounts. Responsibility for future payments will be handled via the property management company.

5) New Business:

- Condo Library Committee proposal – Judith Rastl described the existing configuration and proposed eliminating the VHS tapes as well as reconfiguring the existing shelf space to allow more room for reading material. This proposal was approved by the board.
- Ground level Sprint equipment enclosure – Mr. Rockwood submitted this agenda item. Due to his absence, no action was taken.
- Roof – Leaks continue to be an issue in building #2. Glidden took core samples and determined there was moisture in the insulation, most likely due to the rocks puncturing the membrane. Glidden is in the process of submitting a proposal for correcting the problem. The board is also getting additional proposals.

6) Property Manager report:

- There were 7 moves last month, 3 out and 4 in.
- The water booster pump was replaced. Additional alignment/adjustment is needed to bring the noise of the unit to the expected level.

7) Meeting was adjourned at 7:48 PM.



Megan H. Ladd
Secretary