

Directors Meeting Minutes
Promenade Towers
May 19, 2016

Directors present: Gunnel Hansen, Dave Mathieu, Leonard Ney, and John Rastl

Directors absent: Megan Ladd, Mark Rockwood and Jim Zafirson

1. The meeting was called to order in the Community Room at 7:00 PM.
2. The meeting minutes from April 21, 2016 were approved as written.
3. Treasurer's Report: John Rastl presented a summary of our income and expenses through the end of April. The Operating account balance was \$39,469 and the Reserve account balance was \$706,563 as of the April 30, 2016.
4. Unfinished Business:
 - a. Roof repair options - Jim Zafirson was absent but had relayed that he has been working with three different roofing contractors and comparing bid proposals for repair/replacement of either all or just the lower section of Building 2. He has initial bids and has been asking the contractors questions about materials and installation methods. In the next week he plans to meet face-to-face with the contractors for more clarification and on-site review of scope.
 - b. Elevator Modernization Project. Both elevators are running with new motors and electronics and all major work is complete. There are about a dozen minor things to be completed followed by a state inspection. Patching of the walls is being done by R&E Associates and the chair rail piece on either side of level 1-5 call buttons will be replaced by a carpenter followed by painting. The large red fire alarm panel that was by the front door has been replaced with a much smaller digital readout. The Board agreed to install a mirror (\$356.99) inside this area with outside trim painted to match the other panels.
 - c. The new Fire Alarm system is 100 percent operational. There is one remaining new item requested by the Fire Department to be installed and tested within the next week to complete the upgrade.
 - d. Pool fence and gate update – Fence installation was completed today but gates do not latch at this point. Next week the electronic locks will be installed enabling us to use the same fobs that we use for all external building doors. The last item will be for our landscaper to remove some soil/grass inside and outside the fence and put down a cloth weed barrier and then top it with medium sized river rock so mower and trimmers don't have to hit the new fence. Board members reviewed old signage taken down from chain-link fence and agreed on three new signs to be made.
 - e. T-Mobile electricity charges – Mr. Rastl stated that T-Mobile has been billed for past electricity use and they have forwarded the bill to a third party for payment.

5. New Business:

a. The Board reviewed and discussed an incident report from April 24 of an unscheduled move out. The move was made on a Sunday during the time where only one elevator was available and multiple other rules were also violated. The Board considered this violation of known rules when only one elevator was available and voted to fine the owner \$250.00 for the tenants' actions.

b. A proposal was made and approved to replace the bright brass handle on the French door leading off the Mail Room with push/pull plates that will match other building door hardware.

c. An amendment to the Rules and Regulations, Section 12.1, regarding acoustical underlayment for flooring other than carpeting was proposed and passed by the Board. The text of the amended paragraph reads as follows (changes in blue):

Owners of units where renovations are planned are required to supply the Board of Directors with a sample of the flooring **underlayment** contemplated for installation, along with documentation that it meets or exceeds our standard. The Board must approve any proposal in writing. **During the installation contact the property manager to have someone verify the underlayment before the installation is complete for proof of compliance.** A copy of this documentation, the Board's approval **and proof of compliance notation** will be placed in the unit's file in the office

d. An owner said he recently had a stranger show up at his unit door seeking support for political office. When asked how he got into a secure building he replied someone had buzzed him in. The owner asked that we remind people not to buzz someone in if it's not your guest or a delivery you are expecting, etc. Residents do not want strangers roaming the halls and knocking on unit doors.

6. Property Manager report. David deBree reported there are four moves scheduled in the next ten days but not a big impact now that both elevators are operational. He said the pool company will uncover and service the pool on May 27 and the pool deck area will be power-washed the following day. The roofing company repaired a leak that appeared in the ceiling on level 2 between the elevators and Building 1.

Len Ney recognized Mr. deBree's outstanding communication with residents during the elevator upgrade project. With only one elevator available, the impact was lessened by his timely and clear communications with residents about downtimes and moves. We all appreciate his thoughtful planning and the extra hours he spent in helping us successfully complete the project.

7. The meeting was adjourned at 7:45 PM.



John M. Rastl
Acting Secretary