

**Directors Meeting Minutes**  
**Promenade Towers**  
**March 16, 2017**

Directors present: Megan Ladd, Dave Mathieu, John Rastl, Mark Rockwood and Frank Walsh

Directors absent: Jim Zafirson

- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from February 16, 2017 were approved as written.
- 3) Treasurer's Report: John Rastl presented a summary of our income and expenses through February.
  - The Operating account balance was \$31,473 and the Reserve balance was \$622,179 as of February 28, 2017.
  - The 2016 Annual Financial Report was approved. The report will be distributed to unit owners.
- 4) Unfinished Business:
  - Front Entrance Camera – The parts needed to update the camera so it is available on TV have been ordered. Installation is scheduled for March 29, 2017.
- 5) New Business:
  - Unit #215 Modifications – A request was made to modify an existing ½ bath on the entry level to include having a shower and bidet. The drawings submitted for this project indicated work would be done within common areas. Per the Rules and Regulations, written approval from the Board is required before making any such structural changes.

During the review of the proposed change, there was discussion as to how the work would access and route the drain pipe through the floor. It appears the only feasible solution would be to access it from the ceiling of the carport area. This impact to the building exterior as well as the need to drill two additional holes in the concrete floors were of concern.

The requested modification, as presented, was not approved by the Board.
- 6) Property Manager report:
  - Elevator Lighting – 4 new lights and 2 dimmer switches were installed in the elevators. The work was done by Lessard & Sons Electric for the quoted price of \$1174.
  - 28 new kick plates have been installed on doors in the common areas. Many thanks to Mr. Rastl for doing the installation.
  - The elevator inspection is scheduled for 3/21/17. The elevators will be unavailable during the inspection which is expected to occur from 9:30AM to 10:00AM. Dave deBree will send a notice to inform residents.
- 7) Meeting was adjourned at 7:30 PM.



Megan H. Ladd  
Secretary