

Directors Meeting Minutes
Promenade Towers
March 19, 2020

The meeting was held remotely via Zoom due to Covid-19 distancing guidelines

Directors present: Nick Ciciretti, Andy Glassberg, Judy Katzel, Megan Ladd, Mark Rockwood, Jeff von Munkwitz-Smith, and Jim Zafirson

- 1) The meeting was called to order at approximately 7:00 PM.
- 2) The meeting minutes from February 20, 2020 were approved as written.
- 3) Treasurer's Report:
 - Megan Ladd presented a summary of our income and expenses through February. The Operating account balance was \$13,332 and the Reserve balance was \$810,113 as of February 29, 2020.
 - The Annual Report was approved by a vote of the Board
- 4) Unfinished Business:
 - Update on improvements to Sprint equipment – There has been nothing new regarding this.
 - Water shutoff access panels – R & E work has been temporarily suspended due to Covid-19.
 - Replacement of three air conditioning units – Dave has gotten quotes from Mechanical Services and Gelinas HVAC and is awaiting a quote from WH Demmons. Mechanical Services' quote is for \$8000 each for replacement of the three units, but would not include insulation of ductwork and drywall removal and repair. Gelinas' quote is for \$20,000 each for three heat pump units which would function only as air conditioning units, plus insulation of ductwork and removal and repair of drywall (more details are needed on the insulation/drywall portion). Use of heat pumps for summer and winter use may be a possibility if wintertime condensate drainage issues can be resolved.
 - Hot water heater shutoff recommendation and cost sharing – The new Taco automatic shutoff is not yet ready for installation. This matter is tabled for now.
 - Solar car charging stations – Mark has not received any updated information as yet.
- 5) New Business:
 - Mid-month decisions already approved by Board on 1) electricity contract renewal, 2) upgrade to mail room package area, and 3) painting of lower lobby and elevator area – 1) The electricity contract has been renewed for a 2-year period (9-1-20 to 9-1-22) at a rate of \$0.06185/kw-hr, 2) \$5000 has been approved for construction of two black lacquer cabinets; \$2500 has been invoiced to-date to commence the job, and 3) Stephen Schools will be painting the lower lobby and elevator area at a cost of \$1400; it was decided to hold off the work until late April or early May.
 - Fireplace timer not working – This has been a frequent/ongoing issue which will be further investigated.
 - Covid-19 protocols – Dave recently sent a letter to all residents regarding best practices (visitors, elevators, use of wipes for sterilization, etc.). It was decided that we will not have any unnecessary workers in the building. Hand sanitizing stations have been ordered for each level. KN Gee (our cleaning contractor) will wipe down/sanitize commonly used surfaces twice/week. R & E workers will also be wiping/sanitizing surfaces when they are in the

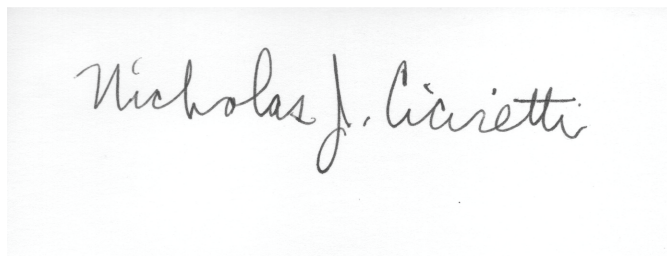
building. An elevator inspection needs to be done and will be conducted. While here, Pine State Elevator will activate the elevator fans so that they stay on constantly. Megan is coordinating “helping” duties for residents needing shopping, or who are willing to shop for others. There was significant discussion regarding the advisability of keeping the exercise room open. Following the discussion, a motion was made, seconded, and approved to keep the exercise room open, as long as there are sanitizing wipes available, with the following provisos:

- Dave will move the machines approximately six feet apart
- Machines must be wiped down before and after use
- There can only be a maximum of 3 people at any time
- There will be a 30-minute time limit on a machine if someone is waiting to use it

6) Property Manager report:

- Window washing – Window washing above the second level cannot be done without OSHA safety protocols in place. It was decided to leave window washing to individual unit owners. Jim raised the possibility of tying in some window washing with application of the elastomeric coating on the building, which will be done by Knowles later this year.

7) Meeting was adjourned at 7:55 PM.

A rectangular box containing a handwritten signature in cursive script that reads "Nicholas J. Ciciretti".

Nick Ciciretti
Secretary