

Directors Meeting Minutes Promenade Towers May 21, 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

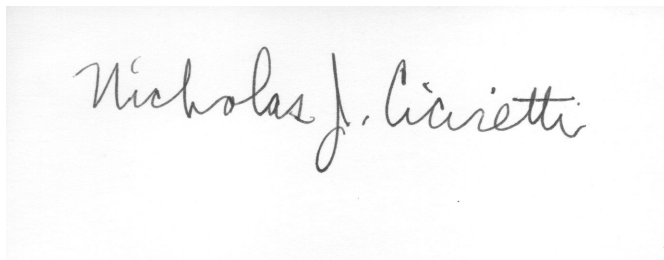
- 1) The meeting was called to order at approximately 7:00 PM.
- 2) The meeting minutes from April 16, 2020 were approved as written.
- 3) Treasurer's Report:
 - Megan Ladd presented a summary of our income and expenses through April. The Operating account balance was \$18,589 and the Reserve balance was \$832,783 as of April 30, 2020.
- 4) Unfinished Business:
 - Covid-19 protocols – We will be receiving 4 sanitizer dispensers from our cleaning company, KN Gee, along with 6 refills. The dispensers will be located in the lobby, mailroom, pool, and entrance to building by the pool. The posted notices inside the buildings will also be revised to emphasize the wearing of masks inside the buildings.
 - New cabinets for mail room area – Judy indicated that both cabinets are finished and are being painted. It is anticipated that delivery will be within the next 2 weeks.
 - Reapplication of elastomeric coating to building exterior – Jim indicated that Knowles would be commencing the project after the July 4 weekend. Some EFIS repair must be completed first, either by R & E or by an outside contractor, depending on the extent of the work.
 - Update on improvements to Sprint equipment – There has been nothing new regarding this. It was noted that T-mobile will be implementing improvements which are not extensive.
 - Water shutoff access panels – There has been nothing new regarding this.
 - Replacement of three air conditioning units – There have been three quotes received for replacement of the units: Mechanical Services, \$8000 each; Gelinax, \$20,000 each; and WH Demmons, \$14,000 each.
 - Hot water heater shutoff recommendation and cost sharing – There has been nothing new regarding this.
 - Upgrade website – Judy noted that we have a quote of \$1300 for an upgrade based on a new template. She asked if there were any changes/additional items that might be appropriate. It was suggested to align the unit stacking with the renovation photos and also to include a “classified” section (for selling furniture, etc.). Judy will take back all suggestions and ask for a revised quote.
- 5) New Business:
 - Opening of pool – There was discussion about the specifics of opening the pool for the season. It was agreed that we should follow state guidelines during the pandemic. After much discussion it was decided that : 1) pool users would have to bring their own chairs and remove them when they leave the pool area; 2) the maximum number of people inside the pool area would be 15 [later changed to 10 when updated state guidelines were received]; 3) the pool would only be open for residents/owners, NOT guests; 4) social distancing guidelines must be followed outside of a unit group (i.e. between groups); and 5) areas

available or prohibited would be marked on the fence to help with social distancing. Dave will write-up the guidelines for the board to formally approve them, at which time a sign with the rules will be prepared so that the rules may be posted.

6) Property Manager report:

- Dave noted that installation of ice cleats in other parking areas will be completed prior to the winter.
- He also noted that Digital Sky will be coming to investigate the feasibility of installing an additional camera toward the end of the covered parking area at the end of building 2. This is necessitated by outsiders using the covered and/or uncovered parking areas and dumping their garbage/food containers, etc. The camera at the end of building 2 cannot adequately read license plates for police follow-up.
- Dave also noted that there has been an increase in smoking and dumping of cigarette butts at various non-designated smoking areas, including near the trash dumpsters. Dave has addressed these violations with several residents and will continue to do so if this continues. As a reminder, the designated smoking area is at the end of building 2 where the cigarette butt receptacle is located.

7) Meeting was adjourned at 8:05 PM.

A photograph of a handwritten signature in cursive script that reads "Nicholas J. Ciciretti". The signature is written in dark ink on a light-colored, slightly textured paper background.

Nick Ciciretti
Secretary