

Directors Meeting Minutes  
Promenade Towers  
March 20, 2008

Present: Bruce Hopkins, Leonard Ney, Stewart Peller, John Rastl, Margie Thomsen, Jim Zafirson

Absent: Cynthia Widdows

1. The meeting was called to order at 7:10 p.m. in the Promenade Towers community room.
2. Minutes of the February 21, 2008, meeting were approved as written.
3. John Rastl gave the treasurer's report, and explained that tax returns have been filed for 2007 and amended returns filed for 2006. The previous accountant had stated that no taxes needed to be paid on interest income earned on the project fund, but this was incorrect information. The treasurer's report was accepted as written.
4. Mid-month decisions confirmed  
Bruce Hopkins and T-Mobile have determined an appropriate location for T-Mobile's newly added microwave communication link on the roof.
5. Old business:
  - a. Construction update  
Except for touch-ups, painting on floors 5, 4, and 3 is finished. The elevators will be done all at once, since it necessitates shutting them down for a period of time. John and Judith Rastl continue to paint the elevator lobby tables, and hang new mirrors. Painters will start working in the lobby when the first floor is completed. At present, old water damage to the ceiling is being repaired, since it can't be taken down due to blown-in insulation. The painters will mesh the floating ceiling with three coats of durabond, and then one coat of lightweight compound. In order to protect and preserve the lobby furniture, it will be moved to the community room for the duration of the lobby renovations. The painters are responsible for cleaning any paint on the carpets, but it will most likely be necessary to have the carpeting shampooed when the entire project is finished. To facilitate the lobby work, the columns will be removed. The lobby's tile flooring is original to the building, and may have to be replaced. The paint scheme for the lobby is still being determined, with feedback being sought from the Decorating Committee. A list of Decorating Committee members and how to contact them will be posted by the mail table, and Association input and feedback is encouraged.

Work on the front entrance keeps getting delayed because of the weather. The roof will be done first, in order to avoid damaging the floating glass sides, once installed. Clips for the glass are on backorder. Floating glass

panels will be on the same angle as the front posts. The entry roof will be the same gray as new carport roofs. The forming press for the new metal roofing broke and had to be replaced, which also caused a delay. A question was raised if exterior back entries could be constructed, but that is not possible due to the need for trash truck and snow plow clearances.

Eleven patio doors continue to be the only item remaining on the A&A Windows contract . An installation schedule should be forthcoming, and e-mails will be sent to the eleven terrace owners.

Unit door numbers are in. A template for installation is presently being designed, and work should begin next week. Jim has not yet had the opportunity to research nameplates for unit doors.

Jim explained that the long-term budget is constructed for 20 years, and moneys have been allocated in the budget to allow for interior building renovations approximately every seven years, as necessary. The budget for the 2008 hall and lobby repair and painting is part of the project fund.

b. Common area decorating

Jim Zafirson as well as the Decorating Committee have been researching how other condominium buildings handle common area decorating by meeting with other buildings' board members and speaking with other associations. They found that common area decorating is overwhelmingly controlled by decorating committees, with oversight from a board of directors. Our Decorating Committee sought feedback from as many owners as possible, with most feedback being positive for "clean" halls. The Decorating Committee voted 4 to 1 in favor of allowing no personal decorations in common areas, and presented their recommendation to the Board of Directors. After lengthy discussion, *the Board of Directors voted 5 to 1 in favor of accepting the Decorating Committee's recommendation to allow NO personal decorations (including plants) in common areas or on unit doors, with the exception of small religious symbols on unit door frames.*

6. New business

- a. The post office has requested that the building's mailboxes be changed, so that each unit has one large mailbox, rather than two smaller ones. The post office will supply the new boxes, and the Association will be responsible for their installation. The Board determined that we should keep the present wooden boxes for non-post office communication.
- b. Bruce Hopkins explained that Sprint is about to write off \$30 million to goodwill, and has requested that we take a 15% reduction in fees for a variety of reasons. His recommendation was not to accept such a cut, and the Board concurred.

- c. Pauli Daniels announced that one of the elevators will be out of service for major repairs sometime in April.
  - d. John Rastl made everyone aware that the fire procedures detailed in the Rules and Regulations are out-of-date. In 2001, the Portland Fire Department met with the Association and recommended procedures different than stated in the Rules and Regulations. John recently confirmed these procedures with the Fire Department. The major difference is that rather than evacuating units when the fire alarm sounds, residents should remain in their units, unless it is the one on fire. John will update information in the Rules and Regulation to concur with the recommended procedures. A summary of these fire procedures will also be added to the next edition of "On the Prom". In going over the Rules and Regulations, John noticed that a number of others have not been updated as changes were adopted, so, with the approval of the Board, he will start work on that project in order to make the information in the Rules and Regulations as current as possible.
7. The meeting was adjourned at 9:05 p.m.

Margie Thomsen  
Secretary