

Directors Meeting Minutes  
Promenade Towers  
April 17, 2008

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

Absent: Leonard Ney, Cynthia Widdows

1. The meeting was called to order at 7:11 p.m. in the Promenade Towers community room.
2. Minutes of the March 20, 2008, meeting were approved as written.
3. John Rastl gave the treasurer's report, and explained the layout re-arrangement, which makes accurate balances easier to see. The treasurer's report was accepted as written.
4. Mid-month decisions confirmed  
The Board of Directors voted to approve the new lobby paint scheme as well as the new floor tile for the lobby.
5. Old business:

- a. Construction update

Terrace door installation will be complete by noon April 18. Prior to installation, two separate doors were tested, and both passed the air and water tests.

A number of broken window panes in the building have been replaced. Torn screens will also be replaced, and are on order. In the future, there will be "attic stock" of screens available to owners for purchase. This should arrive by mid-May.

An owner raised the issue of several low e window panes having been installed backward initially. All panes should be checked for proper installation before the window job is considered complete.

The new forming machine for the metal roof panels is in, the shop has been reconfigured accordingly, and work should commence on the lobby entrance roof by the end of next week. To make up for the delays, the 175 feet of gutter across from the lobby will be free.

Baffles for the recessed lobby lighting are on order.

Clips for the glass front entry sides will arrive tomorrow. There is a three week lead time for the glass after the clip installation.

Work on deck railings had stopped over the winter, and with the arrival of spring, some owners are concerned about safety. The railing work should

start again approximately mid-May. Deck floor completion must wait for consistently warmer weather (above 40 degrees).

There was a brief discussion of the research and upcoming work planned to reduce the noise from basement water pump vibration.

- b. Nameplates for unit doors  
Nothing new to report at this time.

## 6. New business

- a. Rules and Regulations – Fire Procedures  
John Rastl reviewed a revised section of the Rules and Regulations covering elevator emergency procedures. *A motion was made, seconded, and passed to approve the revised section with the addition of one sentence explaining what the elevators do when a fire alarm is triggered.*

Jim Zafirson also mentioned that perhaps the roof fans should be set to automatically turn off during a fire, so they do not supply fresh oxygen to the fire. The building electrician will be consulted for feasibility, and the idea discussed again later.

- b. Unit values and positive public relations  
As the building renovations near completion, Jim Zafirson wants to make sure everyone (including owners) is aware of the value of the units, and also the fact that this is a full service building, providing management and maintenance. In order to accomplish this, Jim would like to invite someone knowledgeable and objective to speak about the value of the units, such as Sotheby's, who had a tour of the building and were completely amazed at the transformation. In the past, Sotheby's has recommended the Portland House to prospective out-of-town buyers, but after building renovations are complete, they will recommend Promenade Towers instead. Association members present expressed an interest in having Jim invite Sotheby's to give a market analysis sometime in May. The importance of proper appraisals was also stressed. Distress sales may explain the low unit prices during construction, but this should not continue. Jim is also planning a marketing campaign, which would include an open house for brokers at some time in June, and creating a disc of building views for publicity purposes. The disc would be available in the office to any prospective buyers.

- 7. The meeting was adjourned at 8:05 p.m.

Margie Thomsen  
Secretary