

Directors Meeting Minutes

October 15, 2009

Promenade Towers

Directors present: Bruce Hopkins, Michael Lincourt, Leonard Ney, John Rastl, Margie Thomsen and Karen Winslow

Directors absent: Jim Zafirson

1. The meeting was called to order in the Community Room at approximately 7:05 PM.
2. Treasurer's Report. John Rastl reviewed the January-September Operating Account compared to our budget. He said that we are \$8,556 under our projected budget after the first nine months of the year.
3. Unfinished Business:

a. Wording for a new sign to be posted on new light pole across from Building 2 entrance was discussed. The intent is to allow parking for visitors or contractors during the day (uncovered parking area at main entrance level) but reserve it for residents only at night. The Board agreed to the following wording:

Resident Parking Only
5:00 PM - 7:00 AM

b. Paint striping for handicapped parking spots. Mr. Rastl said we had planned to have these spots painted when the paving was redone last year and again when it was sealed and striped this summer but both times it was overlooked. *He proposed that since we are not having problems with unauthorized parking in these spots and it looks very appealing as you enter the main entrance as is, that we disregard the plan to stripe them. Karen Winslow agreed given that we can always change our decision if it becomes a problem later on. Motion was agreed to.*

c. Paint stripe on curb from upper lot stairs. One visitor stumbled and broke her ankle where the sidewalk at the bottom of the stairs drops to the driveway level. At least one owner has also stumbled there. The new sealcoat is so flat and dark that the small curb is hard to see in low lighting conditions. *A motion was made to have Rick Lank paint a small section of the curb with a white stripe to make it more visible. Motion was agreed to.*

d. "RESERVED" painted on parking curbs. The Board had agreed to this at a previous meeting but no action has been taken. Bruce Hopkins pointed out that many of the curbs first need to be replaced and Pauli Daniels made a request that if we procure replacements that they be lower in height than the last batch of new ones. The Board agreed to table this item for now.

e. The Board also agreed to table items on the agenda concerning deck repairs and trash compactor room flooding until Jim Zafirson was present.

f. Bike storage. *Mr. Rastl made a motion to allow a year-long trial of parking bikes inside the building in common area. The only areas authorized are inside the entrance to Bldg 1, inside the glass partition but completely clear of the stairs and exit path, and/or the men's and women's locker rooms. Bikes must be actively used (not rusted out, flat-tire, etc.) and registered with the office and have a visible tag. Motion was approved.* Bike owners are always allowed to store their bike in front of their parking space or in their unit or storage bin.

- g. Mid-month decisions that had been made by unanimous Director emails were confirmed:
- Spend \$1,825 to dig holes for new front entrance sign, pour new sidewalk section by entrance to Building 2, dig hole for new light pole across from entrance to Building 2, and fill and seed area where concrete steps had been removed.
 - Pool heat turned off on September 14th and pool closed for season on October 9th
 - New mirror purchase (\$40) for above fireplace with existing painting in that location moved to mailroom hallway.
 - Close UBS bank account and move Reserve funds in that account to Bank of America money market savings account.

4. New Business:

a. 2010 Budget. Mr. Rastl reviewed the draft budget. Because the Consumer Price Index (CPI) for the previous 12 months is a small 0.22% and expenses have only slightly increased over last year, *he proposed keeping the same fees as we have this year. Making a slight reduction (\$1,202) in the annual amount going into the Reserve fund allowed balancing the Operating fund and we still are "in the black" in our long-term look over the next 20 years of projected Reserve fund expenditures. After discussion of each page, the budget for 2010 was adopted.* A copy will be sent to each owner within 30 days.

b. November and December Board meeting dates. *A motion was made to combine the November and December meetings into one on Thursday, December 3rd. Motion was agreed to.*

c. EXIT sign replacement. *Len Ney had proposed that all current EXIT signs be replaced with LED lighting to save on electricity and replacement bulb expenses. A sample was ordered and installed this week outside the trash compactor room. After viewing it, the Board agreed to purchase enough new signs to make all others the LED type as soon as funding is available [likely within this calendar year].*

d. Washing machine hoses. Mr. Rastl led a discussion of the hazard of failing washing machine hoses. A recent one failed in Building 2 and caused significant water damage to that unit and the unit below. An article that had been passed around to all Board members noted that just getting steel covered hoses isn't always the answer. The article recommended high-quality hoses that have a 20-year or longer guarantee. A Resolution to require replacement of all hoses in the building with a high-quality type hose was recommended. One question was whether the Association should just buy 80 sets of hoses and install them (for free) when the unit inspections are conducted or whether the unit owners should be responsible for purchasing and replacing them. Mr. Rastl will check with our insurance company to see if we can get a discount if all are replaced. He will also ask our plumber and dealers (Ace and Home Depot) for their recommended hose types. One hose brand highly recommended is FloodChek which is guaranteed for 20 years and according to the company has never failed in actual use (in business almost 20 years). This item will be on the Agenda at our next meeting.

e. Parking space extended limits. Bruce Hopkins described the problem that occasionally happens when someone leaves the back of their vehicle too far out of their parking space. This can be a problem at all of our garages during snow plowing or for people walking by but is always more of a problem in the parking garages outside the mail room where maneuver space between the garages is limited and delivery/moving trucks are constantly in and out. There is no current rule in this area. *Mr. Hopkins proposed an additional rule to the Rules and Regulations that no one's vehicle should extend beyond the limits of the end of the striping. This is rarely a problem but having a rule to cite or enforce would help. Motion was agreed to.*

f. Office Manager Issues. Pauli Daniels discussed

- We continue to have contractors using the main entrance rather than the Service Entrance to move items in/out of the building. She urged residents to explain the proper delivery/service door to use to their contractors and delivery people.

- She just received a complaint of noise from a resident in Building 2. The noise is a deep bass vibration that others have also heard on the 4th and 5th level, but no one can identify which unit it is coming from.
- She has received some very nice compliments on the look of the building from visitors and owners that had been gone for a while.
- We had a successful fall party September 22 with a great turn-out and great food. After the trip to Boston on October 28, a Holiday party is being planned for December.
- Reminder that all owners/residents need to have a decal on their car. The decal means that the car is registered and the office can then find and call the owner if it needs to be moved – rather than having the car towed. As we approach the season where snow plowing is necessary, please insure your vehicles are registered.

5. The meeting was adjourned at approximately 8:00 PM.

A handwritten signature in black ink that reads "John M. Rastl". The signature is written in a cursive, flowing style.

John M. Rastl
Acting Secretary