

Directors Meeting Minutes

October 21, 2010

Promenade Towers

Directors present: Gunnel Hansen, Michael Lincourt, Leonard Ney, John Rastl and Karen Winslow

Directors absent: Bruce Hopkins and Jim Zafirson

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. Treasurer's Report. John Rastl reviewed the Operating Account activity from January-September. He said we are approximately \$2,000 over budget; which is within 1 percent of the planned budget for this time period. Our Operating Account balance as of September 30 was \$29,567 and our Reserve Accounts total \$474,407. Approximately 5 percent of all owners are past due on their monthly fees. This is well below the threshold of 15 percent late that many lenders will balk at. Only 3 owners are more than 60-90 days in arrears for a total of approximately \$5,260 past due. These 3 owners are being assessed interest of 18 percent on their overdue balance in addition to a late fee.
3. Unfinished business. The only mid-month decision was the unanimous email approval of August Board meeting minutes so they could be distributed without waiting for the October meeting.
4. New business:
 - a. 2011 Budget. Mr. Rastl presented the Board a draft budget for 2011 which included an increase of 1.49 percent (\$4.72 for the average owner) over the current fee schedule. This percentage increase is the same as the average of the past 12 months' inflation data (September 2009-August 2010). The increase balances the Operating budget for 2011 including an increase in expected expenses of \$1,660 and a decrease in "Other Income" from last year of \$1,900. The 2011 budget also increases the amount of fees going into the Reserve Fund by \$968 over the entire year. *Motion was made and passed to adopt the 2011 budget as presented.*
 - b. November and December Board meeting schedule. The Board agreed to a holiday meeting schedule as has been done the previous two years. In place of the typical meetings on the third Thursday of the month in November and December, one meeting will be held on Thursday, December 2. This will be the last and only remaining meeting for 2010.
 - c. A resident sent a letter to the Board proposing putting a "free" piano in the Community Room for anyone to play and enjoy. The Board's consensus was that a piano did not fit into plans being made for renovation of the Community Room and that noise to the units above the room would be a significant issue. Mr. Rastl will write the resident explaining the Board's decision and thank her for her suggestion.
 - d. Office Manager Issues. Mr. Rastl read an email from Pauli Daniels on the following issues:
 - Window washing. Ms. Daniels is getting estimates from five companies to wash unit windows (inside and out). She would put out a letter asking for interested owners and

then they would be scheduled much like we do for air conditioning maintenance service. Individual owners would pay the company for the service [\$40-\$50 range for a typical two-bedroom]. The company would have to have liability insurance and understand they can only use water on the outside of fixed windows due to the coating on our façade. Watch for a letter from the Office if you are interested.

- New electric meters. Everyone received a postcard this week to schedule replacement of their electric meter but the actual work will be done in a limited access area on the ground floor. The Board asked that Ms. Daniels contact the company and see if the replacements can be scheduled by the Association and individuals will not have to contact the company.

e. A resident said that twice in the last couple weeks she has come into the Mail Room and found the locking door being propped or stuck open. She thought perhaps it was hanging up on the carpet. Mr. Rastl and Mr. Ney will check the door after the meeting and have Rick Lank take appropriate action. Residents were requested to call the Office and report any such incidents (just leave a date and time) so that it can be found on the video. The video system only records approximately one week before it is over-written.

5. The meeting was adjourned at approximately 7:25 PM.

A handwritten signature in black ink that reads "John M. Rastl". The signature is written in a cursive style with a large, looped initial "J".

John M. Rastl
Acting Secretary