

Directors Meeting Minutes

March 17, 2011

Promenade Towers

Directors present: Gunnel Hansen, Bruce Hopkins, Michael Lincourt, Leonard Ney, John Rastl and Jim Zafirson

Directors absent: Karen Winslow

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from the February 17, 2011 monthly meeting were approved as written.
3. Treasurer's Report. Mr. Rastl reviewed the Operating Account activity from January-February. He said we are approximately \$6,600 under our budget but that it is too early in the year to see any trends. We completed installation of the new stairwell heater with a cost of parts and labor of approximately \$3,000 but haven't yet received or paid the bills. Our Operating Account balance as of February 28 was \$43,784 and our Reserve Accounts total \$519,679. Four owners are in the 60-90 days in arrears category. Balances for those four are approximately: \$5,000, \$1,400, \$1,000 and \$900.
4. Unfinished business:
 - a. Ceiling repair in #212. Jim Zafirson asked Pauli Daniels to have the owner call him directly so they can discuss the options and get an answer so we can move forward on this repair.
 - b. Heater for stairwell, Bldg 1. Mr. Rastl said installation was completed and the heater is working properly. Next winter we will evaluate whether we need supplemental heat at the top level during storms with high winds.
 - c. Main entrance phone system. Mr. Rastl said the equipment we voted to purchase at our last meeting was misrouted but due any day and installation is scheduled for next Thursday, March 24. The new system will have a window with a four-line display of names and a number to dial for each name. Visitors can scroll through the list of names and then dial the number next to the name. We will continue to use the unit number as the number to dial for the first phone, but if there is more than one phone number to be used (not possible in our current system) then, the additional name will have a number to dial that is the unit # plus 200 (plus 400 for third phone number, etc.). Names will be listed as last name only unless there is more than one of the same name in which case a comma and the first initial will also be listed. This is more secure than listing full names in an area that is open and available to anyone.
 - d. Sump pump/drain in garage across from main entrance. Mr. Rastl reported no progress on this project as Joe Coyne has spent most of his available time working on the Fitness Room. It should only take one or two days to complete.
 - e. Fitness Room progress. Mr. Rastl reported most of the demolition is complete and the walls are being repaired - both thanks to volunteers. The electrician has started wiring changes and the addition of new lights and new heaters. Mr. Zafirson discussed his research on a different type of rubber flooring. We would lay the flooring ourselves which comes in 3-foot by 3-foot squares and the savings compared to the first quote we got is almost \$4,000. He has ordered samples of this product for the Board to evaluate. Next week the entrance door, door frame and that entire wall section will be removed and a new frame built to support the new glass entry and door.

5. New business:

a. Gunnel Hansen discussed the problem with birds nesting in the garage across from the main entrance. They leave large amounts of droppings on the vehicles in that area. This was an issue last year and something Rick Lank was to fix but he never got around to it. Mr. Rastl said that Mr. Coyne had been out to look at the problem and has already devised a “bird block” panel. He has a cardboard template installed on one of the opening and plans to make copies using thin metal pieces.

b. Office Manager Issues. Ms. Daniels spoke on the following issues:

- 1) We now have Time Warner cable Internet access in the Office after our DSL connection became unreliable.
- 2) We are having a continuing problem with contractors, who are doing renovations in individual condominiums, that park in the lower driveway. The entire lower driveway area is to be used for loading/unloading, deliveries, moves, or short service calls along with garage parking for residents. Beyond that, contractors should move their vehicle after loading/unloading to either the main entrance uncovered parking, the upper parking lot or on-street parking. When Ms. Daniels tells contractors of this policy, they say OK and then move to another spot still in the lower driveway either blocking residents’ vehicles or the fire hydrant. Discussion concluded that the key to resolving this ongoing problem must be the owners. The Board does not want to be unreasonable or overly restrictive so that contractors don’t want to work in our building, but we have to keep the lower entrance open for the short-term uses already stated. There is ample parking in other areas. Owners must be responsible for notifying and seeing that the contractors they hire park their vehicles in one of the approved areas, not in the lower entry area. *A motion was made to send out a memo to all owners outlining the following: Owners are responsible for notifying and seeing that contractors they hire abide by the Rules & Regulations of the Association. Parking in the lower parking area is to be used for loading/unloading, deliveries, moves, or short service calls along with garage parking for residents. Beyond that, contractors must move their vehicle after loading/unloading to either the main entrance uncovered parking, the upper parking lot or on-street parking. If contractors violate this, the employing owner will receive one written “warning.” If there are subsequent violations of the same contractor/same owner, a fine will be assessed against the owner. Fines will be as defined in our By-Laws, i.e. 10 percent of the monthly fee, and can be assessed for each day the violation continues. Motion was approved and will become a part of the Rules & Regulations.*
- 3) Ms. Daniels asked that all owners disposing of kitty litter please double bag or bring it down to the dumpsters outside the Service Entrance.

6. The meeting was adjourned at approximately 7:30 PM.



John M. Rastl
Acting Secretary