

Directors Meeting Minutes

August 2, 2011

Promenade Towers

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

Directors absent: Bruce Hopkins and Karen Winslow

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from the June 16, 2011 monthly meeting were approved as written.
3. Treasurer's Report. John Rastl reviewed the Operating Account activity from January-July. He said both income and expenses are tracking fairly close to budget and that we are \$3,145 under budget. Our Operating Account balance as of July 31 was \$29,817 and our Reserve Accounts total \$519,349.
4. Unfinished business:
 - a. Update of ongoing projects by Pauli Daniels:
 - 1) Deck refinishing. All but one of Bldg 2's first level decks have been completed, plus a top coat only will be applied to #221 which received some work this past season.
 - 2) Dryer exhaust vent caps – We have a quote from HVAC for replacing roof top dryer vent caps but Jim Zafirson isn't happy with the one they selected as it potentially lets in too much positive air pressure on extremely windy days and also seems more likely to let in rain. He asked that we contact HVAC and explain our concern about this particular model (GRS-16). However, because the proposal is acceptable in all other matters, a motion was made to accept the bid up to \$8,500 for these replacements. Motion was approved. Mr. Rastl and Ms. Daniels will contact the vendor to discuss the particular vent cap desired characteristics (umbrella cap to extend below opening in throat of pipe).
 - b. Fitness Room progress. Mr. Rastl said that most everything is now complete except mirrors and TV cable hook-ups. We will have two bids on mirrors within the next week and Time Warner Cable should be out to hook up our TVs next week. A draft version of proposed Fitness Room Rules was reviewed line-by-line and changes made in a few areas. The changed version was approved by the Board and is attached. A Grand Opening is planned for August 23, 5-7 PM and will include Chris Brewer from *The Workout Fitness Store* providing instructional training including demonstrations of exercises and proper body positioning on strength equipment and programming options on cardiovascular equipment. Social Chairman, Tom Leonhardt said that concurrently, a social event will be held in the Community Room with wine and cheese, etc. Photos of the Fitness Room showing before/after will be posted.
 - c. Mid-month decisions. Mr. Rastl reported that the Board had voted unanimously by email to accept a bid from Loranger Door and Window to replace the double door and frame in the generator room leading outside and the single door at the end of the storage cage area to Building 2's stairwell in the amount of \$3,211. Both frames have badly rusted and that has caused them to expand making closing extremely difficult. A second bid of \$4,780 was rejected. Parts are on-order and expected in 2-3 weeks. The Board confirmed this mid-month decision.

5. New business:

a. Sidewalk snow removal contract. Commercial Property Services, the company that cleared our sidewalks, stairs and entrances last year, bid to do the same this coming season for an annual price of \$5,800. In an earlier meeting a request was made to ask for the per-storm price. That was later quoted to us as \$400 per storm. After discussion, the Board approved the annual contract option.


b. Annual Meeting Agenda. Mr. Rastl asked for any agenda items for the Annual Meeting September 14. Normal items such as approval of last year's Annual Meeting Minutes, voting on the IRS 70-604 election and election of Board members were discussed. Board members with expiring terms this fall are Len Ney and John Rastl and both will run for another term. Mr. Rastl also noted that we will have ballots available to vote if anyone objects to our normal practice of voting by show of hands assuming there are only two candidates for two positions or in the case where someone is nominated as a "write-in" candidate during the meeting.

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

- 1) There have been several cases of unauthorized swimmers in the pool during normal hours. If someone is in the pool and it is unlocked, people just stroll in and act like they belong. No damage has been done. Mr. Zafirson suggested checking about a gate that not only is self-closing but self-locking requiring a key for entry from the outside but that can be opened from the inside without a key.
- 2) Residents sliding a piece of furniture in Building 1, level 2 have damaged the hall carpet creating a "burned" groove that is very noticeable. Paul White Interiors looked at the damage and said the only repair would be replacement. Mr. Zafirson directed Ms. Daniels to get an estimate for replacement of the entire floor's carpeting and we will then compute damage as a percentage of that with the amount held in escrow until actual replacement.

d. An owner noted the problem of cigarette butts in several outside areas. After discussion, Mr. Zafirson asked to add to the Annual Meeting's Agenda a discussion of the making the entire property, excluding units, "no smoking."

6. The meeting was adjourned at approximately 7:45 PM.



John M. Rastl
Acting Secretary

Attachment:
Fitness Room Rules

PROMENADE TOWERS

Fitness Room Rules

- Access to this room is limited to owners, residents, and their accompanied guests
- No one under age 15
- No food
- Proper foot wear required (no bare feet)
- No audible music, use headphones
- Please wipe down each piece of equipment after use and return to its normal place
- Any activity that may endanger yourself or someone else is prohibited
- Consult your physician before exercising and follow his/her advice. Do not over-exercise. At first sign of discomfort, discontinue use.
- The Fitness Room is unsupervised. User assumes all risks and is responsible for damage.
- Video is recorded for security