

Directors Meeting Minutes

October 20, 2011

Promenade Towers

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

Directors absent: Karen Winslow and Jim Zafirson

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from the August 2, 2011 monthly meeting were approved as written.
3. Treasurer's Report. John Rastl reviewed the Operating Account activity from January-September. He said our income was \$1,333 more than planned and our expenses were \$1,112 more than planned year-to-date leaving us with a net income of \$221 better than planned. Our Operating Account balance as of September 30 was \$29,382 and our Reserve Accounts total \$531,556. Two owners remain more than 30 days in arrears. One of those units is in foreclosure with an expected auction sale about December 1.

4. Unfinished business:

a. Wastewater Treatment Plant. Bruce Hopkins and Len Ney briefed everyone on a tour of the Wastewater Treatment Plant across the street from our property. Several residents had noticed odor from the plant had been noticeable more often this summer than any year going back to about 2001. The plant manager and a senior engineer from the city escorted the group and discussed ways they will look for possible changes that have occurred this year. Mr. Hopkins has placed a link on the Resident's Only page of our website that will bring up a preformatted email form making it easier to report problems than with a phone call.

b. Unit inspection status – Mr. Rastl said a total of 65 of 80 inspections have been completed and overall the results are much better than when we did it back in 2005. So far, there were 4 water heaters past our maximum age and one of those is the one in our locker room/bath room. *A motion was made and approved to have Brian's Plumbing and Electric replace our water heater with a Vaughn Stone Lined of 40 gallon capacity.* Also, we have identified 13 toilets more than 30 years old and 5 of those are cracked. One water shut-off is missing a handle, 3 others have been replaced/repared. Four smoke alarms were either missing or inoperable. Two entry doors had chain or bolt locks. Mr. Rastl said they expect to complete inspections October 26 and then send out follow-up letters to each owner.

c. Water damage repair status – Pauli Daniels said the workers have almost completed the first unit, #145, and they will go on to the next unit early next week. It was agreed that the next unit would be #136 since that resident will be gone that week with #135 the following week.

d. Ceiling repair status – Ms. Daniels said the workers that are doing the water damage repair will give us an estimate to repair the ceiling in #212 and #218.

e. Roof repair. The Board approved a bill for \$887 for Glidden Roofing for removing water and patching area on Building 2's roof.

f. Mid-month decisions. Mr. Rastl reported that the Board had voted unanimously by email to approve spending \$923 to Glass & Mirror Services for the large wall mirror in the Fitness Room and \$600 for McGarvey Landscape to riprap the area where stairs were removed across from Building 2 entrance and to plant a 10-gal rhododendron by the lower entrance. The Board confirmed these mid-month decisions.

5. New business:

a. 2012 Budget Approval. Mr. Rastl stated that the consumer price index has gone up by 2.42% over the previous 12 months, but he recommended leaving the current fees in place. He said our expenses related to a part-time maintenance position plus more vendor expenses have been less overall than with a full-time maintenance position as we had in 2010. The draft budget has a slight increase in the amount going into our Reserve fund (\$6,400) while balancing our Operating fund. A motion was made and approved to adopt the budget for 2012. A copy will now be sent to each owner and the budget will be ratified at our next meeting.

b. The Board voted to schedule the next Directors meeting for December 1. It will take the place of a normal November and December meeting schedule.

c. Mr. Rastl discussed a bid from Brian's Plumbing and Electrical for \$3,735 to replace lighting in the Community Room similar to the Fitness Room. There will be one CFL bulb in each of the three rooms on 24/7. The other bulbs will be halogen and on dimmers allowing bright for meetings and dim for social functions. Bid was approved by the Board.

d. A motion was made to amend the Fitness Room Rules regarding access to the room. The amended section would read "*Access is limited to owners, residents, and house guests in residence. Casual visitors are permitted when their hosts are on the property.*" The amendment was approved by the Board. Rules are posted at the room's entrance and on our website.

e. A motion was made to amend "Open House Rules" in our Rules & Regulations to allow open houses on any Saturday or Sunday between hours of 10 AM to 4 PM and permitting signs for the open house on the day of the event. The amendment was approved and will become part of the revised Rules & Regulations.

f. Pool Gate bid and issues. At our August meeting we had discussed getting a new pool gate that is both self-closing and self-locking. The problems were unauthorized people coming in during the day after residents had removed the lock from the gate and were inside the pool area. You would always need a key to get in unlike now where if anyone is in the pool area others can just open the gate. The new gate would have a push bar to get out. After reviewing a proposed bid the Board concluded it wouldn't be effective because our fence/gate height is low enough to reach over the top and hit the push bar. The Board agreed to table the issue.

g. Mirror at front entrance and above mail cubbies. A motion was made to install a mirror around the fire panel by the front entrance making the left side of the entrance hall consistent and

installing a mirror above the mail cubbies where the wood has been damaged. The motion in the amount of \$412.98 was approved for Glass and Mirror Services.

h. Hatch key rekey (not Master Exterior). Mr. Rastl proposed making the roof hatch key a unique key, not the Master Exterior. All the cell phone, radio transmitter and sky cam companies would then exchange their old hatch key for the new one. Motion was approved.

i. Vendors list for website. A list of our most commonly used vendors was reviewed to be posted to our website on the "Residents Only" page. Board members approved this addition.

j. Tree trimming. A motion was made to trim many of our trees at the end of the main entrance parking area and around the pool's perimeter. Motion was approved for McGarvey Landscape to do the work in the amount of \$1,150.

k. Office Manager Issues. Ms. Daniels requested approval to procure new lighting for the Office replacing the three four-foot florescent light with new ones that have two, versus one bulb, and clear lenses. The Board approved ordering them and having Brian's Electrical install them.

6. The meeting was adjourned at approximately 8:15 PM.

A handwritten signature in cursive script that reads "John M. Rastl".

John M. Rastl
Acting Secretary