

# Directors Meeting Minutes

## December 1, 2011

### Promenade Towers

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

Directors absent: None

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from the October 20, 2011 monthly meeting were approved as written.
3. Treasurer's Report. John Rastl reviewed the Operating Account activity from January-November. He said our income was \$307,300 including insurance payments for water damage and owners' share of the \$5,000 deductible. Expenses were \$300,809 including all the payments that are due for water damage repairs. Two unit owners remain more than 30 days in arrears. Mr. Rastl said that since there are not two-thirds of the members present to reject the 2012 budget adopted by the Board at the October 20, 2011 meeting, it is automatically ratified.

#### 4. Unfinished business:

a. Unit Inspection Report. Mr. Rastl reported that the inspections of all 80 units were completed in October and letters went out to each owner with results. Response from the owners has been excellent with many of the problems identified corrected shortly after the letters went out. A summary of remaining known issues is as follows: 9 water heaters past the maximum age, 21 toilets past the maximum age of which 5 have visible cracks, 4 smoke alarms bad or missing, and 2 chain/slide bolt locks on entry doors. We will follow up by letter within approximately 30 days for critical items and within 6 months for all others.

b. Water damage repair status. Pauli Daniels reported that work is complete in #115, #126, #135, and #136. Minor work and painting remain in #156 and a few follow up items are needed in #145 and #146. Repairs should all be completed by the end of next week.

c. Unit #212 and #218 ceiling repairs. Ms. Daniels said that Matt Patrick the contractor that is doing the water damage repairs has looked at these two units and will give us an estimate for repairs.

d. Roof of Building 2. Jim Zafirson discussed the water found under the roof membrane on Building 2 several months ago. The small amount of water that was there was drained by our roofing contractor. There have been no problems since then. How the water got there is the unanswered question. There were no areas found in the roof membrane where water could get in. Mr. Zafirson discussed several scenarios of how the water could have gotten there. The contractor suggested vents be installed that would let water vapor out on sunny days but because of one-way check valves, would not let any moisture back in. Mr. Zafirson is reluctant to allow

any penetrations into the roofing membrane and recommended monitoring the situation and possibly open the roof up again next fall to check conditions.

e. Mid-month decisions. Mr. Rastl reported that the Board had voted unanimously by email to approve new employee pay rates for 2012 and holiday bonuses. The Board confirmed these mid-month decisions.

#### 5. New business:

a. Elevator upgrade. Mr. Rastl summarized a letter from Pine State Elevator recommending we modernize our elevators. Discussion concluded that we will continue to plan this upgrade but only after fire sprinklers are installed in all units. The elevator upgrade is currently planned in our long term Reserve budget for 2017.

b. Small claims court action. Bruce Hopkins explained that he is beginning action in small claims court against an owner that is more than a year behind in monthly condo fees. This owner's unit may go through foreclosure but the debt to the Association is a personal debt that remains. He expects to get a ruling for \$6,000. *Mr. Rastl noted that an officer of the corporation is needed to represent us in court and he made a motion to elect Mr. Hopkins to the currently vacant officer position of Secretary. Motion was seconded and passed.*

c. Update of Rules and Regulations. Mr. Rastl said that since our last update of the Rules and Regulations in 2008, several resolutions have been passed such as: Fitness Room rules, contractor parking in lower parking area, a designated smoking area, mandatory washing machine hose replacement, and mandatory toilet replacement. He said he would send a draft of the revised version to the Board by email and after incorporating any changes present the updated draft for approval at the January 2012 Board meeting.

d. Cold weather checks. *Mr. Rastl said that many other associations have a rule in place authorizing checks of units that are vacant or unoccupied when the first "hard freeze" is forecast. Checks would be accomplished by two employees or one employee and one Board member to confirm that heat is set to 55 degrees on thermostats, electrical power is on and windows/doors are closed. The Board agreed to this resolution. It will be included in the revised Rules and Regulations.*

e. *Mr. Rastl also proposed the addition of a new rule stating that if an owner's payment does not pay the balance in full, it will be applied to the oldest invoice(s) first. Motion was agreed to.*

f. The Board approved turning on electricity for unit #112 in the Association's name while it awaits a foreclosure auction/sale. Minimum heating is necessary during the winter to protect the units around/under it.

#### g. Office Manager Issues.

- Ms. Daniels discussed a letter from an owner that has tenants leaving before their lease is up. She stated that the lease is between the owner and the tenant. The owner has the option to lease for longer than 12-months (so the next expiration comes in

the spring), leaving the unit vacant until spring, or to furnish the unit so it could be rented short-term.

- The snow parking ban notices will be combined into one that tells people to clear vehicles out of the main entrance driveway (other than garages) and move them to the upper visitors lot until the snow is cleared, then move them back so the upper lot can be cleared.
- Slider door locks. Parts are on order for five units with faulty locking parts.
- Everyone needs to have their vehicles registered and have PT stickers in place to avoid towing. Registration makes it possible to look up the owner and place a phone call to have the car moved when the snow comes.

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

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

John M. Rastl  
Acting Secretary