

Directors Meeting Minutes
Promenade Towers
October 18, 2012

Present: Gunnel Hansen, Dave Mathieu, Leonard Ney, John Rastl, Margie Thomsen, Jim Zafirson

Absent: Bruce Hopkins

1. The meeting was called to order at 7:00 p.m. in the Promenade Towers community room.
2. The annual meeting took place last month, hence there were no regular monthly minutes to approve.
3. John Rastl gave the treasurer's report, which was accepted as written. He also detailed the budget summary for 2013, explaining operating and reserve budgets, as well as projected reserve budget expenditures. There was no increase in association fees in 2012, however, in order to keep up with inflation and cost of living, John recommended a 2.58% increase for 2013, which translates to \$8.29 per month for the average owner. *The Board voted to increase monthly fees for 2013 by 2.58% as recommended.* This fee increase balances the operating budget for 2013 and increases the amount of fees going into the reserve fund. A letter of explanation and a copy of the 2013 budget will be sent to owners before the next directors meeting (December 6).
4. Mid-month decisions: none
5. Unfinished business:
 - a. Exhaust fan replacement status
One fan was installed last month, and the remaining six were installed today. The new fans are more efficient, make less noise, and require no periodic maintenance. They have a one year warranty, and it was suggested that we keep one spare on hand in the future, so replacement wait time can be avoided.
 - b. Community room carpeting
After general discussion on the benefits and drawbacks of both carpet tiles and broadloom vs. their respective cost, *a motion was made and passed to use broadloom at a cost of \$7,390.* The Decorating Committee had previously made a recommendation to the Board for a Mannington commercial carpet pattern and color. *The Directors made and passed a motion to accept the Decorating Committee's recommendation.*
 - c. Community room baseboards, counter top, cabinets, kitchen sink
For the most visually pleasing outcome, it was decided to use a plain wood baseboard, primed and painted the wall color. A bid of \$2,435 was approved to install ½" x 5" poplar baseboards. Joe Coyne and John Rastl will prime and paint the baseboard, saving the association approximately \$900. Approximately eight feet of cabinets are needed: wood, neutral

color (white), sturdy but not expensive. A sample was shown. A one-piece counter top will be chosen from a granite remnant. Contractor estimate for labor and materials, pending approval of counter top, is \$2435. A design sketch for the kitchen area was viewed by Board and meeting attendees. *A motion was made and passed to accept suggested design, materials, and contractor estimate.* Not included and still to be purchased are the sink, faucet, and garbage disposal. 240 volt electrical supply is on hand for outlets etc. from the previously installed stove, which will be removed.

d. Toilets

One year after the inspection of unit toilets, only one cracked toilet has not yet been replaced. Pauli Daniels will contact the owner. Since this is a safety/flooding issue, if he is unwilling or unable to replace the toilet, the association will do so and bill the owner for the cost.

e. Unit doors

Many unit doors look somewhat beat up. The following course of action was proposed: 1. list the doors that cannot be cleaned (too beat up), 2. have our cleaning contractor, Kevin Gee, clean all the others - this would be effective for many, 3. doors that still look bad would be professionally painted at a cost of \$30 per door. Since much of the scuffing and damage is at the bottom of the doors, trying a "test" kick plate in the same finish as the door hardware is also a possibility.

f. Bicycle storage/bathrooms

Len Ney and Bruce Hopkins inspected the downstairs area which includes bathrooms that currently serve as bicycle storage. More efficient bicycle storage is needed, the bathrooms should be upgraded, and the saunas have not been used in over five years. There was some discussion on the necessity of the lockers, which take up considerable space. Len agreed to write up a budget and scope of work to initially address 1. demolition (including saunas), 2. patching/finishing ceiling and floor after wall removal, 3. electrical requirements.

6. New business:

a. 2013 budget

The Board voted to adopt the budget for 2013 as proposed by treasurer John Rastl. In accordance with the association by-laws, this budget will automatically be ratified at the next directors meeting (December 6), unless rejected by two-thirds of owners.

b. Combine November/December meetings

As in the past, to make allowance for holiday activities in the coming months, *the Board voted to combine the November and December directors meetings into one meeting on December 6.*

c. Draft minutes of annual meeting

In the interest of keeping owners informed of activity at the annual meeting before minute approval at the following annual meeting, it was proposed that the **draft** minutes (clearly marked as **draft**) be available for view on the Promenade Towers website. *A motion was made and passed to post*

draft minutes on the Promenade Towers website in the "Residents Only" section after Board review.

d. Addition to Rules and Regulations

Also The following addition (in red) was proposed under Section 10. Deliveries: All deliveries should take place only at the lower lobby entrance or Service Entrance. refer to section 11.1 Parking Permits.

Owners/residents should notify the delivery drivers to have delivery made at the Service Entrance. The delivery of new, removal of old and general moving of furniture or other large items must be done after advance notice to the office, so pads may be hung in the elevator. Such moves are to be made during normal working hours (8 AM to 5 PM) and are not allowed on Sundays or Holidays. Deliveries may be made on Saturdays at the discretion of the office manager.

Immediately after any delivery or pick-up the vehicle should be moved to either the main entrance uncovered parking, the upper parking lot or on-street parking, so that others may use the unloading zone. No parking is allowed in the loading and unloading zone at the Service Entrance. This will be enforced and violators may be towed.

old Following a delivery, the owner is responsible for and will be billed for any clean-up left undone and for any damage done to the elevators and building. A common problem is washing machines and refrigerators which leak dirty fluids on the hall carpets. Cleaning or replacement can be expensive. (The problem can generally be avoided by using a 4-wheel dolly or handcart.)

The Board voted to add the paragraph as in red above.

e. Proposed amendment to by-laws Section 3.2 (as explained below) *to be voted on at next annual meeting*

"At the annual meeting **there shall be elected by ballot of the members**, a Board of Directors in accordance with the provisions of Article IV of these By-Laws."

Change to read:

"At the annual meeting **the members shall elect** a Board of Directors in accordance with the provisions of Article IV of these By-Laws."

f. Proposed amendment to by-laws Section 4.2 (as explained below) *to be voted on at next annual meeting*. The Board had nine (9) directors when this was originally written, and now has seven (7), making it impossible to comply.

Last sentence currently says:

"If the number of directors shall be increased, the terms of such additional directors shall be fixed so that the terms of **at least one-third** (1/3) of the persons on the Board of Directors **shall expire annually**."

Change to read:

"Terms of directors will be adjusted (reduced) if necessary so that approximately one-third (1/3) of the persons on the Board of Directors shall have their term expire annually."

g. Power washing of exterior walls below poolside decks

wash This will be scheduled shortly. The company would be able to power wash decks at the same time, if desired. Deck maintenance is the owners' responsibility, but it was suggested that a letter be sent to deck owners giving them the opportunity to use this professional service at their own cost. It was noted that some decks are definitely in need of cleaning. John Rastl offered to compose a letter to owners for the Board's review.

h. Office manager issues

There have been two noise complaints, one of which is a repeat occurrence. Pauli will write a warning letter to the owner/landlord in one incident. There was no second confirmation or complaint regarding the noise in the second incident, and no action will be taken by the Board. Personal communication between the residents has been encouraged, and will hopefully solve the problem.

7. The meeting was adjourned at 9:02 p.m.

Margie Thomsen
Secretary