

Directors Meeting Minutes
Promenade Towers
December 6, 2012

Present: Bruce Hopkins, Dave Mathieu, Leonard Ney, John Rastl, Margie Thomsen, Jim Zafirson

Absent: Gunnel Hansen

1. The meeting was called to order at 7:00 p.m. in the Promenade Towers community room.
2. Minutes from October 18, 2012, meeting were approved as written.
3. John Rastl gave the treasurer's report. The 2013 budget was automatically ratified in accordance with Association By-Laws. A letter with the new monthly unit fees will be sent to owners next week.
4. Mid-month decisions: the Board unanimously accepted the annual snow removal contract for \$6,800 from Commercial Property Services.
5. Unfinished business:
 - a. Community room renovation status
Electrical work has been completed and cabinets installed in the kitchen area. Baseboards are installed and carpeting is down. Sink and faucet have been purchased and are ready to install pending counter choice. John Rastl explored multiple options for granite type and installer. It was originally planned to use a remnant, but remnant cost for size required (21.4 square feet) was almost the same as new. John presented several granite samples for view. Since volunteer work has already saved the Association considerable costs, *a motion was made and passed to purchase new granite slab in Black Puma color for \$1,830.* This includes template, sink and faucet cutouts, delivery, and installation by Paul White.
 - b. Unit doors
After inspection of all unit doors, it was determined that 38-40 are beyond restoration by cleaning alone. In order to avoid having freshly painted doors next to previously painted doors, it was recommended all doors be painted at the same time. Since the bulk of door damage was done by owners/residents pushing doors open with shopping carts and feet, there was discussion about putting the painting cost in the Association budget every five to six years, or adding it to the move-in move-out cost. To gain a measure of protection for the doors after painting, kick plates had previously been suggested. *A motion was made and passed to allocate \$5,000 for door painting and kick plates.*

c. Toilet replacement status

All old (over 30 years of age or of indeterminate age) and/or cracked toilets have now been replaced.

d. Water heater age status

Due to the damage a leaking water heater can cause in a high-rise building, a maximum age before replacement was established in 2009 for the overall good of all residents. The Association's Rules & Regulations state "The maximum age for water heaters at Promenade Towers shall be 15 years with two exceptions: for Vaughn and Marathon brands the maximum age will be 25 years due to their known superior construction. John Rastl said we have documented nine water heater failures since 2005, and their average age at failure has been close to our maximum defined ages. There are currently four units not in compliance with the Association's rule regarding this maximum permissible age. These four owners were given notice of their unit's water heater age and that it was beyond the maximum in a letter dated October 27, 2011. They were contacted by the office in the last few weeks to find out if they had replaced the water heater (none had). For the protection of all units due to water damage or to massive increases in our insurance coverage, there can be no exceptions to this rule. The Board directed that a second and final notice to correct the deficiency be sent to these four owners, giving them approximately 30 days before the January 17, 2013, Board of Directors meeting, where they shall have the right to be heard. Without proof of compliance, a fee of 10% of the unit's monthly Association fee will be assessed starting one day after the Board meeting and continuing DAILY until the water heater has been verified as replaced.

e. Roof

The roof was inspected. Some rocks and pavers will be moved to protect the membrane and prevent/reduce the occurrence of rocks being blown off the roof in high winds.

f. Power washing

EIFS and decks have been power-washed at a cost of \$2,100 for EIFS and \$25 per deck. Garage roofs cost \$475. The company did an excellent job, and everything looks like new.

g. Unit renovation photos on website

On the Property page of the Promenade Towers website (<http://promenade-towers.org>) is a link to renovation photos for some of the building units. More will be added to serve as inspiration for owners considering renovations. We are grateful for the time and talent of Mark Rockwood, professional photographer and unit owner.

6. New business:

a. Office Manager issues

Two small water heater leaks have been repaired. This serves as a reminder that the Rules & Regulations state "All future water heater replacements must include a drip pan with the water alarm moved to sit inside the pan". Some water heaters have recently been replaced without drip pans. Any possible action is still to be determined.

Three unit sales are currently pending.

Pauli would like to remind everyone to please check the mail table(s) regularly, especially this time of year.

7. The meeting was adjourned at 8:06 p.m.

Margie Thomsen
Secretary