

Directors Meeting Minutes

February 16, 2012

Promenade Towers

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

Directors absent: Leonard Ney, 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 January 19, 2012 meeting were approved as written.
3. Treasurer's Report. John Rastl presented a summary of our spending year-to-date for 2012. Our income is about the same as planned but expenses are approximately \$4,600 less than budget due to a slow start getting any renovation projects going. The Operating account balance was \$34,829 and our Reserve balance was \$566,006 as of January 31. The one-bedroom unit that has been in foreclosure for the last 13-15 months sold at auction on February 3, 2012 for \$249,586. The Board also discussed and approved the Annual Financial Report for 2011. A copy will be sent to each owner.
4. Unfinished business:
 - a. Small claims court action. Bruce Hopkins said we are planning a small claims court action against the remaining owner that is far behind in monthly fees. We plan on getting an award from the court for the maximum of \$6,000. After discussing the proposed action with the owner, we have agreed to wait till after his mediation meeting in mid-March with the holder of his mortgage.
 - b. A revised edition of the Rules and Regulations, dated February 2012, was presented and Mr. Rastl discussed the two changes from the previously approved Rules and Regulations. One change was the revision of the "cold weather checks" to detail what actions can be taken and in what order if an owner of an unoccupied unit does not have minimum heat on during winter months. Last month the *Portland House* had pipes freeze in a unit without heat and water damage occurred on at least three floors. The second change was to the Introduction to clearly specify how rules can be enforced. A motion was made to approve the new version and publish a copy for each owner. The motion was agreed to.
 - c. Water damage repairs. Pauli Daniels said all repairs are complete except in #156 and those can't be completed until the owner wants the contractor to come back and finish some minor items. All funds have been collected and dispersed.
 - d. Ms. Daniels said the ceiling repair in #212 is pending the owner discussing repairs with the contractor and establishing a start date. The owners of #218 wish to delay repairs till spring to allow use of their deck to be out of the contractor's way.
 - e. Unit Inspection - cracked toilet follow-up. Ms. Daniels reported that one of the four remaining toilets with visible cracks had been replaced. Of the remaining three, one is being replaced next week and the other two have the water supply shut off and are not being used.

f. Recessed Community Room lighting in a pattern like the Fitness Room but with 75 watt halogen bulbs and flush (versus recessed $\frac{3}{4}$ inch) with the ceiling was approved. Our goals are:

- More modern look with recessed lighting and without popcorn texture
- Lighting bright enough for reading during meetings etc.
- Lighting dimmable for social events
- Lighting in each of the three rooms on separate controls
- Lighting (one light in each room) always on at night for safe passage

g. Insurance deductible. Mr. Rastl said our insurance company raised our deductible from \$5,000 to \$10,000 this year. It is important for owners to know this and it is one of the reasons each owner should have their own individual policy (to insure their personal property, to cover any betterments or improvements they have made to their unit, to pay some/much of this \$10,000 deductible and liability insurance).

h. Swimming pool gate. Mike Lincourt revisited the issue we had last summer with individuals coming into the pool when an owner/resident was present and the padlock was off the gate. He made a motion to put on a new gate with a key lock to get in and a push bar to get out. The gate would always be locked from the outside but anyone inside only has to push the bar to exit much like the doors on Bldg 1 and 2 stair towers or the Service Entrance. After discussion, the Board voted to approve the new gate for approximately \$1,500. The back gate padlock will be changed and the key held in the Office. Anyone wishing to have access to that gate such as for a picnic can check out the key in advance.

i. Fitness Room. Mr. Rastl said several residents have expressed their interest/support for an additional high-end treadmill. The new treadmill is the single most popular piece of equipment and we are seeing that most people ignore the old "residential" treadmill and will either wait or come back at a different time in order to use the new treadmill. Two morning treadmill users have staggered their normal workout times. Ms. Daniels said she has had to come back as many as three different times before the new treadmill was available. Mr. Rastl suggested that we get more input and consider getting a second new treadmill at an approximate cost of \$4,650. Mr. Lincourt noted that last summer we had discussed a Fitness Room review after it had been in operation for approximately six months and we are at that point in time.

5. New business:

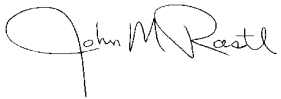
a. Water Damage Prevention Program. Mr. Hopkins said that the Board has been working on a draft white paper that could be sent to owners showing all the things the Board has done in the last few years to minimize the risks of water damage to our building. Mr. Rastl said the paper would be sent to all Board members for a final review before being sent to owners.

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

- 1) Late Fees. Our computer accounting software assesses late fees after the 10th of the month. There is nothing personal in this act. These are automatic actions much like a bank or credit card company. However, being a small community, anyone that has justification or a hardship may bring it before the Board to request the fee be removed.

- 2) A resident recently reported water dripping from the ceiling above the unit's stove. Ms. Daniels immediately went to the unit above and knocked on the door. The owner had just finished taking a shower in the bath that he hasn't used in a long time. The plumber will be out this Friday and has permission from the owner of the lower unit to cut an inspection hole in the ceiling to identify and fix the leak.

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

A handwritten signature in black ink that reads "John M. Rastl". The signature is written in a cursive style with a large initial "J" and "R".

John M. Rastl
Acting Secretary