

Directors Meeting Minutes
April 19, 2012
Promenade Towers

Directors present: Gunnel Hansen, Michael Lincourt, Jim Zafirson and Leonard Ney

Directors absent: Karen Winslow, John Rastl, and Bruce Hopkins

1. The meeting was called to order in the Community Room promptly at 7:00 PM. by Mr. Zafirson. A check of attendance found a quorum of four members present.
2. The minutes of the March 15, 2012 meeting were reviewed and approved by the board as written.
3. **Treasurer's Report.** Members were asked to review the monthly financial report provided for board review, by the treasurer. Following that review, the board voted to approve the monthly Operating & Reserve Account report as submitted. The Chair noted a Reserve Account balance of \$581,725 as of the end of March.

4. Unfinished business:

Board Chair, Jim Zafirson, provided a review of the planned renovations for the community room and gave an up-to-date progress report on the current work being completed.

- a. Recessed Community Room lighting. He noted that the revised lighting plan for the Community Room should provide more than adequate lighting for the different uses and that the timed switches and controls will assure that the lights are not just left on when not in use.
- b. Fitness Room. He was happy to report that the second new treadmill was now in place and being used by residents.
- c. Wi-Fi added. He noted that the Boards mid-month decision to approve the purchase of a new wi-fi router for resident use in the library and community room areas has been fulfilled and that the router is now working in those areas.
- d. Spring clean-up. He outlined the tentative plan for yard and parking area sweeping and clean up on the 25th of the month. He also spoke of the plans for inside cleaning of carpets and hallway windows. He indicated that the intent is to have the building be in good shape for Memorial Day and the start of the summer season. The Pool area clean up and cover removal is set for a tentative opening date of May 15th. Hopefully the new gate locks will be in place as well.
- e. Smoking area. He reported that the new bench and cigarette basket for the designated smoking area has been put in place for public use.
- f. outside building inspection. Mr. Zafirson reported that he has completed a visual inspection of the outside of the building and roof perimeter. He indicated that although things appear to be in good shape, it would be wise to bring in the roofing contractor to

rake the ballast stone back from the edge in a few places (some of which he could see from the street) and to insure that the protective cloth layer is in proper place (and weighted down by the ballast) to protect the roof membrane from UV breakdown and to minimize the potential for damage due to blowing stones.

5. New business.

Mr. Zafirson led a discussion on the somewhat unsightly condition of the floors, stairs and landings at Bldg 1 and 2 and service entrance. The board members acknowledged that efforts in the past to deal with water damage and scraping have resulted in a need to cover the areas with a durable product that may be easily cleaned. The members agreed that paint will not do what is needed on those areas. The board voted to authorize the president to solicit prices for the flooring and step products discussed and to move forward with the project as the budget allows.

Under other new business, the board agreed with Mrs. Hansen's suggestion that it would be wise to secure the new smokers bench in such a way that it could not be easily removed or tossed into the pool.

The board also discussed the need to get the bathrooms on the pool end of the building ready for use for the season. Bicycle rack options will be looked at.

6. Adjournment.

Having no other business to consider, the meeting was declared adjourned by the chair at 7:35p.m.

Respectfully Submitted,

Leonard Ney