

Directors Meeting Minutes

May 17, 2012

Promenade Towers

Directors present: Leonard Ney, Bruce Hopkins, Michael Lincourt, John Rastl and Jim Zafirson

Directors absent: Gunnel Hansen and Karen Winslow

1. The meeting was called to order in the Library at approximately 7:00 PM.
2. The meeting minutes from the April 19, 2012 meeting were approved as written.
3. Treasurer's Report. John Rastl presented a summary of our income and spending for 2012. Our income is about the same as planned (within \$200) but expenses are approximately \$5,300 less than budget due to not getting planned renovations underway. The Operating account balance was \$36,067 and our Reserve balance was \$589,999 as of April 30.
4. Unfinished business:
 - a. Flooring at stairwell entrances. This continued the discussion from the previous month. A motion was made to have Johnsonite brand rubber flooring installed at each of the three stairwell entrances (landings and stairs) for an installed price not to exceed \$18,590. Photos of the product were shown to the attendees. After discussion of why this product will work in these areas, the improvement in looks and ease of maintenance, other locations that have used this product, and the exact landings/stairs to be covered, the motion was approved.
 - b. Community Room renovation status. Slow progress is being made on the ceiling in the kitchen area of the Community Room. New lights, dimmers, and thermostats are installed but the light trim rings and bulbs cannot be installed until the ceiling work and painting are complete.
 - c. Bicycle storage. Len Ney discussed the need for bike racks to organize the many, now 18, bicycles in the bathroom area. Outside racks was discussed and dismissed due to lack of security. Owners are always free to park bikes in front of their garage space. Discussion turned to renovation of the bathroom area to capture much of the unused space for bike parking. See next subject.
 - d. Bathroom renovations. Renovations are in the budget for this year but no plans have been made at this point. Discussion centered on how to turn the mostly unused locker rooms, saunas and hallways into more usable/useful space. Secure parking for bikes seems to be a popular use for the area along with renovated bathrooms. Discussion was tabled until a later meeting.
 - e. Façade maintenance. Jim Zafirson said he has walked the property viewing the building for problems and has not seen any. He will borrow Tom Leonhardt's binoculars during the summer to do a more detailed inspection of the façade for any problems. Mr. Zafirson asked Pauli Daniels to get an estimate to power-wash the EIFS walls on the outside of the 1st and 2nd level decks.

5. New business:

a. Rooftop exhaust fans. Mr. Rastl said that HVAC had been out this week to measure and gather information on our rooftop exhaust fans to produce a proposal to replace seven of them (one was replaced about two years ago). We want direct drive motors with the CFM (cubic feet per minute of air movement) capacity we have now or better. He took down the CFM for each bathroom register from the original building blueprints (times 19 bathrooms per fan) to specify what is needed. Most motors today are three speed and they will attempt to meet our need at the middle speed allowing us to set it higher if ever needed.

b. Croquet set. Motion was made and approved for the Social Committee to purchase a croquet set for the Association in the amount of approximately \$100. The Social Committee will store the set in the closet in the Community Room and make rules as needed for use.

c. Parking curbs. Mr. Rastl showed a photo of parking curbs that are made of recycled rubber. They are also low enough that all cars can pull up to them without damage to lower portions of the car's front end. It was noted that many of the curbs are badly broken up and the newest ones under the buildings are too high for many vehicles. Mr. Zafirson will check into pricing and installation. An owner noted the cracked concrete in one parking spot. Mr. Zafirson asked Ms. Daniels to have Tim Rich of Knowles look at the problem and provide his suggestion for repair.

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

- 1) Security. Please do not let anyone into the building that you don't know.
- 2) Housekeeping. Our housekeeping service did their spring cleaning of halls and window sills this month and Eastern Carpet cleaned all the common area carpeting today.
- 3) Ms. Daniels asked that everyone please check the package table when picking up your mail. Lately, several packages have been there on the mail table for a week or more.
- 4) Our generator and fire pump were both recently inspected and serviced. The battery for the generator was also replaced.
- 5) A letter will go out shortly asking who would like either window washing (approx \$40) or air conditioning service (approx \$135 if no problems).

6. The meeting was adjourned at approximately 8:00 PM.



John M. Rastl
Acting Secretary