

**Directors Meeting Minutes**  
**June 21, 2012**  
**Promenade Towers**

Directors present: Michael Lincourt, Dave Mathieu, Leonard Ney and John Rastl

Directors absent: Gunnel Hansen, Bruce Hopkins and Jim Zafirson

1. The meeting was called to order in the Library at approximately 7:10 PM. John Rastl said that Karen Winslow had resigned from the Board due to conflicts between her work schedule and the meeting schedule. He said we all thank her for almost nine years of service on the Board including serving as the treasurer during the multi-million dollar façade project. The remaining six Board members had unanimously (by email) elected Dave Mathieu to fill the vacant position until the next Annual Meeting.
2. The meeting minutes from the May 17, 2012 meeting were approved as written.
3. Treasurer's Report. Mr. Rastl presented a summary of our income and spending for 2012. Our income is slightly more than planned (\$1,168) due to the many move-in/move-outs and our expenses are approximately the same as our budget (within \$300). The Operating account balance was \$50,112 and our Reserve balance was \$591,065 as of May 31. Two units are over 30 days in arrears.
4. Unfinished business:
  - a. Project Updates:
    - (1) Community Room renovation status. Ceiling repair and painting is to be completed so that lights and trim rings can be installed on July 11-13. This will allow use of the room on July 17 for our Lawn Party (in case of rain). Wall repair and painting will start after the party.
    - (2) Water in basement. Two weeks ago, after the heavy rains, we had water in the north end of the basement and stairwell of Building 2. We found the sump pump there was inoperative and had it replaced the next morning (approximate cost of \$300). All of the water was pumped out in a few minutes leaving only dampness. Fans and the dehumidifier have been set up and running since then and have dried everything out.
    - (3) Swimming pool pump. Our pump motor had to be removed and replaced a week ago at an approximate cost of \$500.
    - (4) Flooring at stairwell entrances. The Johnsonite brand rubber flooring approved at our last meeting is on order and should be installed at each of the three stairwell entrances (landings and stairs) in July.
    - (5) Power washing of EIFS. We have a bid of just over \$2,000 to clean the green from the EIFS along/below the poolside decks but have decided to wait till fall to avoid having the lift making marks in the lawn and avoid having people remove anything from their decks they don't want to get soaked.

(6) Exhaust fan replacements. We replaced one of the eight exhaust fans (exhausts air from bathrooms) on the roof in 2007 at a price of over \$6,000. Based on that, we have budgeted \$28,000 to replace the remaining seven systems this year. We received a bid today from HVAC Services Inc., the company that currently services the existing systems. The price is considerably less than what we had budgeted. We are waiting on some more detailed data on the motor and fan and will then circulate it all to the Board for review, questions and comments.

(7) Air conditioner compressor replacements. The company that services most of our unit air conditioning systems is now unable to find a replacement compressor that fits in the existing cabinet in the hall walls. They said new units are more efficient but also larger in size and we have a relatively small space to install them. The space where they go is a metal container that is part of the intake/exhaust grill on the outside of the building. When replacing the system in #241, they were able to find a new compressor that could be fit into the existing space/container but the access panel on the wall had to be enlarged to get it in. Joe Coyne fabricated a new access door that looks better, although larger than the old one. This will work for 7 out of 8 units in each hall. One unit in each hall has a fire hose and fire extinguisher cabinet above the access pane. These units will require a different solution.

b. Croquet Set Available. Neila Smith Rockwood, our Social Committee Chair, briefed everyone on the new croquet set's location and rules for use. The croquet set is stored in the closet at the end of the Community Room. On the wall in the closet are two clip boards. One is a sign-out sheet and the other has copies of the official rules of the game. The croquet set will be set up along with other games for our first annual Lawn Party on July 17.

c. Designated Smoking Area. At our September 14, 2011 Annual Meeting, a "designated smoking area" was approved after discussion to get owners points of view on the possibilities of further limiting (i.e., designating a smoking area/s) or eliminating smoking in all outside common areas. Two of the major issues are litter from smoking materials and possibility of fire (one had already been started in mulch by front entrance). The area between the Bldg 2 stairwell and the parking garage closest to the school was selected as having good air movement, good lighting, and cover from rain. One owner complained of seeing a stranger outside this entrance smoking. The Board reviewed the reasons for designating a smoking area and why this area was selected as the best. Users of the designated smoking area, no matter where located, would most likely be guests or workers and thus would appear as strangers, but this would occur even without a designated area. The Board concluded that the designated smoking area has reduced litter and possibility of fire from smoking materials without creating any increased risk or safety hazard.

5. New business. Office Manager Issues. Pauli Daniels spoke on the following issues:

a. Fobs for building entry are not like keys that you can trade with anyone else. Each one is assigned to a person. If you have a fob given to you by someone else that used to live here, etc., bring it to the Office and we will reassign it to you, otherwise it will be deactivated. Likewise, when landlords change tenants, the landlord or new tenants must bring the fobs to the Office to have the names changed.

b. We lost our phone lines one day last week. When that occurs the main entrance phone is inoperative as are our alarm systems. The phones were back up after a few hours.

c. 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.

d. Vehicle registration. Several vehicles that are regularly parked here are not registered with the Office. This is important to keep from having someone's vehicle towed when it can't be identified. Please stop by the Office and get a "PT" decal for your vehicle's rear window (you will need your vehicle make, year and license number).

e. We had one issue with someone unlocking the rear pool gate and leaving the lock off when they left. The Board decided to see if this continues to be a problem over the next 30 days before taking any other steps.

f. Bay View Heights apartments had inquired if they could use our building (Community Room) as a gathering area if they had to evacuate. Len Ney suggested they should use the East End Community School and that we should team with them to request it from the school for either of our properties.

g. Please replace pool furniture to its normal position when you leave the pool area.

h. We have found windows in the Fitness Room unlocked and open several times recently. On the ground floor, this is a security issue. We will post a sign saying that "if you open a window – close and lock it before you leave, and if you find a window open – close and lock it before you leave."

i. Ms. Daniels admonished everyone to not grant entry to strangers just because they are at the door when you come/go, even if they look like "nice people." She recently had an unwelcome visitor in the Office who admitted someone that lived here let him in.

6. The meeting was adjourned at approximately 8:10 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