

Directors Meeting Minutes

July 19, 2012

Promenade Towers

Directors present: Gunnel Hansen, Dave Mathieu, Leonard Ney, John Rastl and Jim Zafirson

Directors absent: Michael Lincourt and Bruce Hopkins

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from the June 21, 2012 meeting were approved as written.
3. Treasurer's Report. Mr. Rastl presented a summary of our income and spending for 2012. Our income was slightly more than planned (\$1,146) while our expenses were approximately \$6,000 less than our budget primarily due to lower utilities bills (electricity, propane and water). The Operating account balance was \$41,005 and our Reserve balance was \$604,359 as of June 30. Two units are over 30 days in arrears.
4. Unfinished business:

a. Flooring at stairwell entrances. The Johnsonite brand rubber flooring approved at our May meeting will be installed at each of the three stairwell entrances (landings and stairs) starting Tuesday, July 24. During the installation at each stairwell we will close it off (with signs) to all traffic other than emergencies. All other entrances will be available. After the install in each stairwell (estimated to be two days) is complete, the flooring can be walked on but heavy rolling traffic like grocery carts and dollies cannot be used for an additional 72 hours. This would only apply to the Service Entrance.

b. Exhaust fan replacements. We replaced one of the eight exhaust fans (exhausts air from bathrooms) on the roof in 2007. Based on that, we have budgeted \$28,000 to replace the remaining seven systems this year. We received a bid last month from HVAC Services Inc., the company that currently services the existing systems. After the Board members had time to review the bid and the system components, questions that came up were submitted along with a request to only do one install initially along with airflow testing completed before and after the install. Answers to the Board's questions were reviewed. A motion was made and seconded to approve the revised quote of \$1,800 to install the first fan and test airflow. If testing is satisfactory, the remaining six fans can be installed for \$9,800 for a total of \$11,600 for all seven fans. Motion was approved.

c. Community Room renovation status. Ceiling repair and painting has been completed. Wall repair and painting will start next week using the same paint colors as in all the common areas. Discussion followed on the type of flooring to be installed (over the existing flooring). Primary choices are vinyl composition tile (VCT) and carpet. The vinyl tile has the advantages of being easier to maintain and will last much longer. The carpeting has the advantage of reducing the echo or hollow sound in the room and being more comfortable to walk on. Other methods of improving the acoustics were discussed but found to be either impractical or not fitting our building's contemporary style. We will continue to discuss flooring choices as we complete the walls.

d. Pool gates. We had a problem with the back gate being left unlocked the previous month but that has not reoccurred. The front/main pool gate continues to have a problem self-closing and latching. If the gate is opened wide it will close and latch, but if someone enters and eases the gate part way closed, it will not continue to close hard enough to latch. The company that installed it will be called again to troubleshoot.

e. Several slider doors have problems with their locks and this has been an issue for quite some time. A & A Windows is scheduled to have an employee here on Saturday July 28 to remove and replace the slider in #224 which has had a water leak problem since it was installed. Mr. Zafirson asked that Pauli Daniels call and see if they can fix the sliders on the same trip. An owner also pointed out that two or three of the sliders have a problem with the upper bolt lock not fitting in its hole when the door is completely closed (hole drilled in wrong place). We would also like the A & A Windows guy to look at this problem for a potential solution.

5. New business:

a. A resident requested approval for a small “lawn party” of approximately 15 members of the Friends of the Eastern Prom on August 9 between 5-6 PM. Two residents will be sponsors/hosts. Request was approved.

b. We will have a vacancy on the Board of Directors effective at our Annual Meeting September 12. The Board discussed a Notice to be posted to notify all owners and solicit volunteers. The Notice was finalized and Mr. Rastl will post it on July 20. Len Ney will draft information that can be in the Office for Pauli Daniels to hand out to anyone that wants to know more about the responsibilities or the process for election at the Annual Meeting.

6. The meeting was adjourned at approximately 8:05 PM.



John M. Rastl
Acting Secretary