

# Directors Meeting Minutes

## August 16, 2012

### Promenade Towers

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

Directors absent: Bruce Hopkins and Jim Zafirson

1. The meeting was called to order in the Community Room at approximately 7:00 PM. John Rastl began by thanking the Social Committee including Neila Smith Rockwood, Dave and Sheila Mathieu, Tom Leonhardt, Carol Patterson and Peter Burke for the Lawn party on July 17. It was a big hit based on feedback from many residents that attended. Mr. Rastl also thanked Barry Glew for his volunteer help on many maintenance items.
2. The meeting minutes from the July 19, 2012 meeting were approved as written.
3. Treasurer's Report. Mr. Rastl presented a summary of our income and spending for 2012 year-to-date. Our income has been close to budget but our expenses have been well below budget. After we pay the remaining 50 percent cost of the new flooring in the stairwell entrances we will be very close to our budget. The Operating account balance was \$35,751 and our Reserve balance was \$614,272 as of July 31. Mr. Rastl said now is the time for inputs into the 2013 budget. The first draft will be based on January through August expenses and the next draft will be based on January through September expenses. Monthly inflation data since this time last year suggests a small fee increase for 2013.
4. Unfinished business:
  - a. New flooring at stairwell entrances. Work is almost complete with only the closet where we deposit redeemable bottles and one stair tread in the Building 2 entrance remaining. The quality of the work by the installer including grinding of every inch of the concrete and putting leveling compound over all the cracks has been outstanding.
  - b. Exhaust fan replacements. The first rooftop exhaust fan (exhausts from bathroom vents) will be installed August 31 with airflow testing before and after. If testing shows equal or better airflow, the remaining six fans will be ordered and installed while the weather is still favorable.
  - c. Community Room renovation status. Ceiling and wall repairs and painting are almost complete. Discussion continued from the last meeting on the type of flooring to be installed. How the Community Room has been used over the last 10 years was reviewed and noted that its use is very similar to hotel meeting rooms (which are almost always carpeted). We had also checked with our cleaning vendor and were given a price of \$25 per month added to our contract to vacuum the room every other week. Attendees and Board members agreed that industrial grade carpeting glued down (like our hallways) is our choice of flooring leaving the choices of broadloom (12' wide rolls) or modular/tiles as the next decision followed by selecting a particular pattern/color.
  - d. Several slider doors have problems with their locks. A and A Windows was here Saturday, August 4 to remove and replace the slider in #224 which has had a water leak problem since it was

installed. When they were here, they trained Joe Coyne in how to repair the slider door lock, and he also has the necessary hardware. Pauli Daniels will contact those with known problems to coordinate the repairs.

e. Pool gates. We had the fence company look at the main gate again concerning not closing and latching. They demonstrated that if the gate is opened from the sidewalk and allowed to close it always latches. They identified the problem as people standing to the left of the gate in the grass to open it and go in without opening the gate far enough for the spring to close it completely. They suggested a planter in that area forcing people to open the gate from the sidewalk. After discussion, the Board decided to try posting signs to ensure the gate latches when entering/exiting. We will post the signs and continue to closely monitor the gate.

f. Annual Meeting agenda items. Only the normal two agenda items have been identified for the Annual Meeting in September (1) IRS 70-604 election and (2) election of new Board members. We now have a volunteer for the Board position that was coming vacant – Margie Thomsen #134. Ms. Thomsen previously served on the Board from 2007-2010 and was also the Board’s Secretary during that time. The ballot will have the following candidates for the three seats available (1) Dave Mathieu, (2) Margie Thomsen, and (3) Jim Zafirson. Our thanks with a round of applause were given to outgoing Board member Mike Lincourt for his time and contributions over the last three years.

g. Information sheet on becoming a board member. Len Ney and Bruce Hopkins had worked up an information sheet on “Becoming a Director” to answer questions such as:

- What kinds of things do directors get involved in?
- What commitments are expected of a director?
- How to become a director?
- Why serve on the Board?

After discussion, the information sheet was approved and will be in the Office and available to anyone.

## 5. New business:

a. Lawn. Barry Glew suggested a lawn service to improve our grass, particularly in back (around pool). After discussion, it was decided to check with our landscape/plowing contractor on his application of fertilizer this year as the first step.

b. Speed limit sign at main entrance. Pauli Daniels has suggested posting a speed limit sign coming in the front entrance of 10 MPH. This would give her some basis when trying to point out excessive speed to the few offenders. The Board approved the motion.

c. Reserving common areas for private functions. *It was recommended that anyone wanting to reserve or use any common area (e.g. Community Room or pool) for a private function should contact the Office providing the area requested, the date, starting time, duration, number of participants, and purpose. All such requests should be “not-for-profit.” Ms. Daniels would be empowered to approve or to bump the request up to the Board when she feels it is necessary. When approved, she would then post on the calendar and in some cases post a Notice, as necessary. The Board approved this process.*

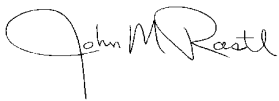
d. Bicycle parking and bathroom renovations. *Parking for bicycles that was previously allowed at the bottom of the stairs had been a problem due to bike handle bars protruding into the exit path/stairs. It was recommended that bicycle parking be allowed in the locker rooms only (or inside a unit, in that unit's storage bin, or in front of that unit's garage space).* When the bathrooms are renovated, there will be easier access and bike racks. In the interim the Board approved taking off one door each leading into the locker rooms to make access easier. The first door into the bathroom/locker room area will be equipped with a hook to allow pinning it open to help entering and exiting with bikes (not to be left open). Mr. Ney suggested a workshop to discuss bathroom/locker room renovation detailing our needs and use of bathroom(s), locker rooms, saunas, bicycle storage, etc. Mr. Rastl suggested Mr. Ney and Bruce Hopkins co-chair a committee to conduct this workshop.

e. Painting common areas. Dave Mathieu asked about a schedule to do "touch-up" painting. Mr. Rastl said that with the type of paint we have on the walls it isn't possible to touch it up and have it look good. We need to repaint that section of the wall to a trim piece, corner, etc. He asked Mr. Mathieu to look over the building's interior floor-by-floor and see if we can't define what needs to be done. Then we'll get the painter that did the work in 2007, Stephen Schools, to give us an estimate.

f. Noise complaints. Mr. Ney brought forward a noise complaint from an owner that was out-of-town during the meeting. The owner said there was a lot of noise from several people, music, and what sounded like furniture moving at and after midnight on August 14. The owner was awakened by the noise and leaned out over the deck rail to ask the noisy crowd to hold it down. This was the second occurrence in three weeks reported by this owner and the owner on the other side of the unit. Ms. Daniels said that others had heard the noise but hadn't submitted a complaint. Ms. Daniels had tried to reach the owner by phone in both cases but was only able to leave a voice mail message. The Board directed that a letter be sent to the owner to obtain peaceful use conditions in accordance with our Rules and Regulations. Future incidents would result in a fine. Owners have been notified that they also have the option to call the police if the noise disturbance is at that level.

g. Office manager issues. Ms. Daniels noted the dirty and banged up appearance of several unit doors. Discussion included cleaning doors, painting doors, and/or putting metal kick plates on unit doors like the one on the Office door. We will look into the cost/feasibility of these options.

6. The meeting was adjourned at approximately 8:35 PM.



John M. Rastl  
Acting Secretary