

Directors Meeting Minutes  
Promenade Towers  
January 17, 2013

Present: Gunnel Hansen, Bruce Hopkins, Dave Mathieu, Leonard Ney, John Rastl, Margie Thomsen

Absent: Jim Zafirson

1. The meeting was called to order at 7:04 p.m. in the Promenade Towers community room.
2. Minutes from December 6, 2012, meeting were approved as written.
3. John Rastl gave the treasurer's report and noted that there was an increase in insurance premiums, slightly more was spent on maintenance, utility costs were down, and the year ended only \$562 (which is less than 0.2%) off the planned budget of approximately \$290,000.
4. Mid-month decisions: none
5. Unfinished business:
  - a. Community room renovation - final report  
Community room renovations have been completed at a total cost of \$22,682. \$7,390 (for carpeting) was taken from the Reserve Account, and the remainder from the Operating Account. A detailed breakdown of expenses is available in the office for anyone interested.
  - b. Water heaters over maximum allowable age  
As of fall 2012, five water heaters were over the replacement age established in the Association's Rules & Regulations in 2009. All five unit owners were sent a letter in 2011 informing them of their water heater status. One water heater was replaced before the December 6 Board Meeting, and one was replaced just after that meeting. One unit is unoccupied and the water is shut off. It was specified that upon occupation of the unit the water may not be turned back on until the water heater has been replaced. Of the two remaining water heaters out of compliance, one owner has purchased a new water heater and is arranging for the plumber to install it. The other owner sent a letter to the Board on January 10, 2013, stating his intention to replace his water heater. *A motion was made, seconded, and passed to allow these two owners until January 31, 2013, to have a new water heater installed and working before a DAILY fine will be instated as previously explained to them.* A letter stating the Board's decision will be sent to the owners.
6. New business:

a. Insurance company Risk Analysis Report

A risk control survey of our premises was conducted by The Hanover Insurance Group on November 14, 2012. As a result of the survey, the insurance company sent a letter with the recommendation that the automatic sprinkler system be extended to cover the entire building (at present it covers all common areas) with work commencing in 2013 and completed in 2014. The Board determined to reply that this sprinkler installation is being budgeted for, and will commence when the funds are fully available.

b. Violations of Association Rules

1. Excessive noise

There have been a number of repeat noise offenses by one unit's occupants, the latest two being on December 27 and December 29, affecting multiple neighbors on several floors during the night to the point that the police were called and came to the unit at approximately 2:20 a.m. on December 30. The unit owner was contacted and given the opportunity to speak at this Board meeting and did not attend. In consideration of all residents, this cannot be allowed to continue. The Board has the right to assess a fine in the amount of 10% of the unit's condominium fee for each occurrence, and also to forbid the use of common areas (such as pool, lobby, fitness room) to the unit's owner/occupants. *A motion was made, seconded, and passed to fine the owner 10% of his condominium fee for each of two occurrences as well as to take away common area privileges for six months. A letter will be sent informing the owner of this decision, and that the loss of common area privileges will start upon receipt of the letter and continue until July 31, 2013.*

2. Dog in building

On December 30, 2012, visitors were observed bringing a dog into the building. At that time, they were informed by the Office Manager that dogs are not permitted in the building per the Association Rules & Regulations, and they continued and entered the unit. A letter was sent to the unit owner's representative (her son), and he and his wife attended the meeting. After some discussion, the Board determined that since the owners had knowledge of the Rule, and the visitors were so informed and chose to proceed anyway, a fine should be imposed. *A motion was made, seconded, and passed to administer a fine of 10% of the unit's condominium fee for this incident.*

7. The meeting was adjourned at 8:19 p.m.

Margie Thomsen  
Secretary