

Directors Meeting Minutes  
Promenade Towers  
March 21, 2013

Present: Gunnel Hansen, Bruce Hopkins, Dave Mathieu, John Rastl, Margie Thomsen, Jim Zafirson

Absent: Leonard Ney

1. The meeting was called to order at 7:00 p.m. in the Promenade Towers Community Room.

2. Minutes from January 17, 2013, meeting were approved as written.

3. John Rastl gave the treasurer's report which was accepted as presented.

4. Mid-month decisions: none

5. Unfinished business:

a. Unit doors

One brass kick plate with satin nickel finish (to match knockers and door handles) was ordered from Home Depot to try at a cost of \$25.97. If acceptable, John Rastl will ask for a bid on 80.

b. Water heater status

All water heater replacements for 2012 have been completed. There are three due for 2013.

c. Noise complaints in Building 1 and Building 2

There have been a number of noise complaints, and in several cases it has been challenging to pinpoint the origin of noise. Residents/owners are encouraged to get to know and talk with their neighbors before these situations arise, in order to avoid it becoming a serious problem. When it does become a problem, the limited Association recourse as presently defined in the By-Laws is not always successful. The Board consensus is that it needs to be changed to more forcefully and successfully address the issue. This will be a topic of discussion at the next annual meeting in September, and residents/owners will be notified in advance that this item will be part of the agenda.

6. New business:

a. 2012 Annual Financial Report

JohnRastl presented the 2012 Annual Financial Report. *A motion was made, seconded, and passed to approve the 2012 Annual Financial Report as presented.*

b. Fidelity bond renewal

The amount of the bond needs to be increased due to the high balance in the reserve fund. Treasurer John Rastl recommended \$1,000,000 with a \$10,000 deductible. *A motion was made, seconded, and passed to increase the Fidelity bond to \$1,000,000 with a \$10,000 deductible.*

c. Frozen pipes February 9, 2013

Several units lost water due to frozen pipes on level 3 of Building 1. It was discovered that an air conditioner panel to the outside was not properly fastened or sealed, allowing cold air as well as snow to enter the building and freeze the pipes. A plumber was called who thawed the pipes. He also replaced one valve that had cracked. Cost of these repairs was \$1,482. Since this occurrence, Joe Coyne has been checking all the AC covers in both buildings, and found that almost none had been properly taped or screwed down by Ocean Air, who is the contractor who has been doing annual maintenance on the property's AC units. Jim Zafirson suggested that from now on we have any AC technician working in the building sign off on specs which have been explained to him, so he bears responsibility for the work. Jim also suggested having a one-sheet instruction page posted by each panel with the required fastening and taping clearly explained. Since Ocean Air did a poor job even though the requirements had been made clear to them, and the Association is not under contract with them, Pauli will also ask around about other HVAC companies that buildings (such as the Portland House) use for their work.

d. Water main break February 17, 2013

A water main break in the main driveway was discovered by a resident around midnight on February 17. A contractor was called for repairs (\$4,778) and water to the building had to be shut off for a period of time. Thanks to Pauli and a number of resident volunteers, everyone was notified, and the repair went smoothly. There is still a big hole in the driveway which needs to be patched when the weather gets warmer. A suggestion was made to fill it with gravel in the meanwhile.

e. Addition to Rules & Regulations regarding water heater replacement

Paragraph 15.1 of the Rules & Regulations will now read: "All water heater replacements must include a drip pan with the water alarm moved to sit inside the pan. Pressure relief valves must be piped down to the pan and not up into the ceiling as the building was originally plumbed. When a water line shut-off valve is replaced, the new one shall be a "ball valve" type. Proof of compliance must be provided to the Office for the Unit's file by either a photograph or by personal inspection by our maintenance custodian."

f. Community Room use defined

*The Board made, seconded, and passed a motion to accept a one-page paper explaining Community Room use. It is available in the office, and will be given to any resident/owner wishing to use the room.*

g. Landscape/plowing contract for next year

We currently have a landscape contractor (McGarvey) who maintains the property in the growing season, and plows the driveways and parking lots during the winter. He does not, however, plow or clear the walkways, stairs, or the areas around vehicles parked in the carports. That work is done by a second contractor, Commercial Property Services. Some conflicts have arisen between the two contractors in the winter. The situation would be simplified by having one contractor do all the work. Pauli will ask for bids from each contractor for doing all the property work year-round.

h. Security video system problems

The security system keeps rebooting itself. This might be due to one fan having stopped working. A new power supply was ordered at a cost of \$200, which will hopefully fix the problem. Eventually, the PC will have to be replaced at a cost of \$3,915.

i. Office Manager issues

The front door latch broke and was replaced. Pauli expressed her gratitude to everyone who made sure the door was carefully and properly closed during this time.

Pauli would like to prepare a sheet with condensed information from the Rules & Regulations which can be handed to any contractor coming into the building to do work. It will explain such things as parking, clean-up responsibility, as well as required liability insurance.

7. The meeting was adjourned at 8:12 p.m.

Margie Thomsen  
Secretary