

Directors Meeting Minutes
Promenade Towers
June 20, 2013

Present: Gunnel Hansen, Dave Mathieu, Leonard Ney, John Rastl, Margie Thomsen, Jim Zafirson

Absent: Bruce Hopkins

1. The meeting was called to order at 7:00 p.m. in the Promenade Towers Community Room.
2. Minutes from special meeting May 3, as well as regular meeting May 16, 2013, were approved as written.
3. The treasurer's report was accepted as presented.
4. Mid-month decisions:
 - Board approval to order new pool furniture from Lowery's in Berwick at a cost of \$8,889; delivery scheduled for June 28,
 - approval of garage paving, new parking stops, striping; completed June 19 at a cost of \$25,852,
 - approval to repair three catch basins at a cost of \$5,637; to be scheduled.
5. Unfinished business:
 - a. Unit door kick plates
80 kick plates to match door hardware have arrived and will be installed after unit doors are painted. Painting scheduled to commence week of July 8.
 - b. Pool shed renovation is complete; new heater installed in shed; new hardware on fencing to hang rescue ring and skimmer poles.
 - c. Draft amendment to Declaration, Section 10.6, re: fines
With input from Association attorney Bruce McGlaulin, the Board has drafted changes to the fine structure which will be presented for approval at the September annual meeting. Changes would include a "standard" minimum fine of \$100, rather than a percentage of the unit's monthly association fee. Details will be disseminated to owners prior to September meeting and vote.
 - d. Vandalism of bulletin board March 30
Unit owner Daniel Honan attended the May 16 meeting regarding the matter. After Board consideration, *a motion was made, seconded, and passed to levy a fine for this offense*, which at present is 10% of the association fee.
6. New business:
 - a. Security issue: building door propped open May 7 and left open over night

The resident who propped the door open and forgot about it attended the meeting. This being a serious issue which affects building security, *a motion was made, seconded, and passed, to fine the owner according to the By-Laws (10% of monthly unit fee).*

b. New doors

A new door and door frame is badly needed for the Building 1 stairwell door (near locker rooms). The service entry exterior door and frame should also be replaced. Quotes will be requested next week.

c. Office Manager issues

Pauli Daniels explained that one of the reasons the garage paving went so smoothly is because of the excellent working relationship she has developed with vendors over time.

Residents/owners wanting their air conditioning unit serviced should please call the office to schedule an appointment with the HVAC company. Cost can be kept lower if multiple units are scheduled the same day.

Residents/owners who would like to have their windows professionally washed please call the office for vendor information and phone number.

Pauli would like to remind owners and residents that pool keys should be turned over to the next resident. There is a \$15 charge to have a new pool key made.

A reminder regarding noise complaints: please refer to paragraph 2.1 of the Rules & Regulations, Noise Complaint Resolution, which outlines the process for addressing noise issues. *“First, assume that your neighbor is a person of good will and discuss the issue in a friendly way. Your neighbor may be unaware of the noise or of the fact that it travels through walls or floors. You should be able to negotiate a mutually satisfactory agreement. Almost all difficulties are taken care of at this stage.”* If this is not successful and the problem continues, please call the office for assistance during regular business hours (Monday through Thursday, 9:00 a.m. - 3:00 p.m.).

7. The meeting was adjourned at 7:40 p.m.

Margie Thomsen
Secretary