

Directors Meeting Minutes
Promenade Towers
July 18, 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 7:08 p.m. in the Promenade Towers Community Room.
2. Minutes from the June 20, 2013, meeting were approved as written.
3. The treasurer's report was accepted as presented.
4. Mid-month decisions:
 - Board approval of BBQ grill purchase for approximately \$170; professional installation cost \$240
5. Unfinished business:
 - a. Unit door painting and kick plates
As of today, 72 unit doors have been painted; the remainder should be finished tomorrow. Doors and parts of walls in high traffic areas and stairwells will also be painted at a cost of \$1,100. The grand total for all painting and kick plates will be \$5,000, which was approved for this work in October.
 - b. Catch basin repair/replacement
In process; with the exception of asphalt, two are finished as of today. The third and asphalt on all three to be completed tomorrow.
 - c. Amended and restated documents for annual meeting
The annual meeting notice for September will include a summary of the amended and restated documents for owner review prior to the meeting.
 - d. New exterior and stairwell doors
Building 1 stairwell door and frame (near locker rooms) and the service entry exterior door and frame need to be replaced. Jim Zafirson stated the importance of making sure that only a sealant compatible with the elastomeric building coating is used. *A motion was made, seconded, and passed to approve Loranger's bid for this work in the amount of \$4,250.*
A bid was also secured for replacing the trash room door through which the dumpsters are moved in and out. The present door is barely wide enough. Bid for a 48" replacement was \$1,700. Making the opening wider would also involve stone work, so an additional bid for that from Knowles will be secured before the expiration of the door bid November 8.

6. New business:

- a. U.S. Cellular has requested adding equipment to upgrade their current installation to 4G. All would remain within the present fencing. Jim Zafirson's signature will authorize the work, and he reiterated the importance of making sure that any sealants used are compatible with the building's elastomeric coating.
- b. Office Manager issues
Jim Zafirson announced that Pauli Daniels will be retiring from her position as Office Manager by the end of August. The job will be posted on the bulletin board, and interested parties should direct questions to Jim Zafirson or John Rastl.
- c. Appreciation
John Rastl thanked the Social Committee for a fun and successful Second Annual Lawn Party.
Official thanks also to Neila Rockwood for chairing the Social Committee for the past year, and thank you to the new Social Committee chair, Tammy McDade.
Details for Pauli's thank you/retirement party still to be determined.

7. The meeting was adjourned at 7:25 p.m.

Margie Thomsen
Secretary