

Directors Meeting Minutes  
Promenade Towers  
December 5, 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 7:02 p.m. in the Promenade Towers Community Room.
2. Minutes from the October 17, 2013, meeting were approved as written.
3. The treasurer's report was accepted as presented. John Rastl also explained that \$4,168 in bad debt was written off. Two owners are more than 60 days behind in payments; one of them already has a payment plan and has been keeping current with it, the other is Bank of America, and it has requested a current statement in order to bring the balance up-to-date.  
Since two-thirds of owners did not reject the 2014 Annual Budget, which was adopted at the October 17 meeting, it is now automatically ratified.
4. Mid-month decisions: the Board of Directors unanimously voted to proceed with the building façade inspection by WJE at a cost of up to \$11,500.
5. Unfinished business:
  - a. Façade inspection results  
These were sent to Board President Jim Zafirson today, and will be distributed to Board members this week. In brief, all reconstruction is holding up as intended. Minor repairs are needed, and WJE provided a list of these to be spread out over several years.
  - b. Property management agreement  
At the last meeting, it was voted to go ahead with professional management by R & E Associates. The proposed contract has been sent back and forth a number of times with several revisions being made. Everything, including our maintenance custodian's payroll, will now be under one contract. Contracts with outside vendors remain the same. The Association can void the contract in 60 days with cause, 90 days without cause. For the first year, our manager will be the Vice President of R & E Associates, Bob Keegan. Someone will be available in our office (days and time to be determined) for four hours per day, two days each week for at least the first year. *A motion was made, seconded, and passed to accept this contract, effective January 1, 2014.*
  - c. Noise complaint by unit 116 re: unit 114  
After Dave Mathieu wrote a letter to the owner of unit 114, this was resolved to all parties' satisfaction, with no further Board action required at this time.

d. Maintenance update

Since the October meeting, the exterior service and trash room doors have been replaced. Further work is needed to improve the seal on the bottom of the trash door. A threshold is not possible in that location, so for now Joe Coyne has packed cold patch to prevent water infiltration. Other solutions are being explored.

Garage roofs have been power washed, and lobby windows washed as well. A problem with the sprinkler system sensitivity set off a false fire alarm when the fire pump did its Tuesday exercise run three weeks ago. Sensitivity has been adjusted and is working properly now.

An upper parking lot light has been repaired.

The electricity in unit 112 has been turned on and will be billed to Bank of America.

The building is in need of a new/replacement video system. Owner Mike McDade has volunteered to help find someone knowledgeable in this field. Some of the cameras are also having problems with color and pan and zoom. One of the stairwell heaters outside the lobby was working only intermittently. The problem was found and a new part ordered under warranty.

6. New business:

a. Unit sales prices

John Rastl said that sale prices of 2-bedroom units over the last three months are up 17% (\$39,734) over average sale prices for similar size units for the preceding three years

b. Holiday party December 12

The annual holiday party will take place in the lobby on Thursday, December 12, from 6:00-8:00 p.m. Social Committee Chair Tammy McDade said the response has been excellent. A suggestion was made to invite someone from our new management company. John Rastl will follow up on this.

c. Miscellaneous

Meeting attendees expressed their thanks to Barry Glew, and John and Judith Rastl for purchasing and putting up the new Christmas lights around the pool. Tom Leonhardt thanked the Board for allowing the Friends of the Eastern Prom to hold an all day strategic planning meeting in the community room. He also announced that if anyone wished to sign up for electricity through North American Power, aside from a \$50 welcome bonus, the company is donating \$1 per subscriber to the Friends of the Eastern Prom. He will post more detailed information on the bulletin board.

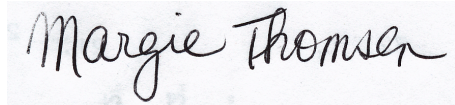
A realtor called the office to ask what our building policy is re: service dogs. Dogs have not been allowed as pets or to visit in the building since 1980. Len Ney volunteered to start work on a draft of a service animal policy.

Barry Glew once again unplugged the trash chute, which became clogged after someone pushed four king sized pillows down it, despite the Rules & Regulations, plus clearly posted signs in each trash room stating nothing

larger than a small (such as Hannaford grocery size) plastic bag is to be put down the chute.

Copies of the newly published and bound Declaration and By-Laws were available for owners to pick up after the meeting. Any not picked up in person will be mailed. One copy is free for each unit, but due to the expense of printing and binding, additional copies will cost \$10 each.

7. The meeting was adjourned at 7:56 p.m.

A handwritten signature in black ink that reads "Margie Thomsen". The signature is written in a cursive style and is placed on a light gray rectangular background.

Margie Thomsen  
Secretary