

Directors Meeting Minutes
Promenade Towers
February 20, 2014

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

Absent: Dave Mathieu, Leonard Ney

1. The meeting was called to order at 7:04 p.m. in the Promenade Towers Community Room.
2. Minutes from the January 16, 2014, meeting were approved as written.
3. The treasurer's report was accepted as presented. John Rastl also explained that Key Bank is offering a 27 month CD at 1% interest, which is much better than anyone else right now. *A motion was made, seconded, and passed to move funds from a CD at Key that is just now maturing (approximately \$250,000) into this 27 month CD.*
4. Mid-month decisions: none to report
5. Unfinished business:
 - a. Façade inspection results and recommended actions
Jim Zafirson said that the report was presented in two sections: short term repairs (to be accomplished within one year) and long term repairs (to be accomplished in two to five years). The overall report was very good - nothing critical was discovered. Items to be attended to include some displaced and cracked bricks, elastomeric recoating of some areas, and eventually drilling out of anchors which are leftover from the renovation staging and are rusting. Jim will start the process of getting quotes for the work from Knowles.
 - b. Antenna customers update
Bruce Hopkins explained that the Sprint upgrade project is almost completed. Minor issues remain, and some have to wait for the weather to clear. He asked that Karen Goodwin (Property Manager) prepare an invoice detailing all costs for damage incurred, missing items, and cleaning of the stairwells, so it can be presented to Sprint for payment.
T-Mobile is now discussing the possibility of a similar upgrade to their system. Bruce also mentioned that T-Mobile discovered that the University radio antenna is causing interference. At this point it is unknown how the issue will be resolved between T-Mobile and the University.
 - c. Maintenance actions
One heater in the Generator Room was replaced, as well as a relay for a heater in the Fitness Room.
Repair/replacement of a door closer in Building Two is in progress.

The new motor for one of the water pumps has arrived, but the installer is on “light” duty for two more weeks. Since we still have the second pump which is working fine, we will wait two weeks for the installer.

d. Request for Accommodation due to Disability

Leonard Ney, John Rastl, and Bruce Hopkins, with assistance from the Association attorney, have prepared a document with procedures to follow if an owner or resident should request an accommodation due to disability. The completed document was presented for Board approval. *The Board reviewed and unanimously approved the “Request for Accommodation due to Disability” document.*

e. Pipe tobacco smell in common area

Both John Rastl and Len Ney spoke with the owner who had propped open his unit door, causing the hallway to smell of pipe tobacco. The owner apologized for causing any offense, agreed to keep his door shut, and the issue was resolved to everyone’s satisfaction.

6. New business:

a. Unit stacks diagram

John Rastl prepared a diagram of how the units are stacked one upon the other. Knowing how they adjoin is very helpful in determining the origin of sound (such as a chirping smoke detector) and water leakage. The diagram will be added to the Promenade Towers website www.promenade-towers.org under “Property”. Since there are still owners/residents unaware of our website, it was also suggested that the diagram be e-mailed, and another reminder of the website’s existence be included in the next newsletter.

b. Unit 112

This unit has gone from foreclosure to Bank of America to HUD, and is now in the hands of a realtor. An appraiser was there today, and it is supposed to be available in the Multiple Listing Service shortly.

c. Miscellaneous

Bruce Hopkins mentioned concern with having all the water turn-off valves clearly marked in the ceiling of Level 3 in the event of an emergency, or in the case of assistance from someone unfamiliar with the building. He agreed to draft signs for the Board’s review.

d. Property Manager issues

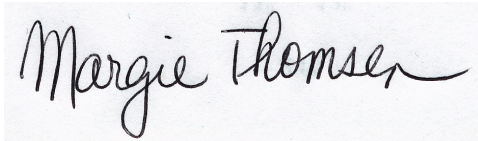
Karen Goodwin e-mailed information to the Directors regarding available building cable contract packages with Time Warner Cable. There are multiple combinations of services available, and all at quite considerably lower cost than would be offered to any individual. However, any of these contract packages would require 100% participation, and the service would become part of the Association fee just like water and sewer. A number of questions were raised, such as survivability if/when ComCast takes over, and specific

details regarding service and charges. John will send Karen a list of questions.

There have been ongoing problems with clearing the middle and upper lots of snow, since some cars were not moved. Several owners are away, and others are unaware of when their vehicle needs to be moved from the middle lot to the upper lot and then back again. Plowing notices and requests to move cars have gone out via e-mail, since almost everyone has e-mail. Those without e-mail get a phone call. People tend to check their phone messages daily, but not everyone checks their e-mail daily. With a time-sensitive issue such as snow removal, this causes problems. Karen agreed that in future, plow notices will go out via e-mail AND phone call.

Part of the snow removal problem is where owners who go away for the winter should park their cars so as not to impede the plowing. Other properties have designated areas with a limited number (first come first served) of long-term winter parking spaces. Vehicles beyond that number have to have off-site parking arrangements. The Board will also give consideration to the total number of vehicles allowed on the property per unit at any time of year.

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

A handwritten signature in cursive script that reads "Margie Thomsen". The signature is written in black ink on a light-colored background.

Margie Thomsen
Secretary