

Directors Meeting Minutes  
Promenade Towers  
May 15, 2014

Present: Bruce Hopkins, Dave Mathieu, Leonard Ney, John Rastl, Margie Thomsen

Absent: Gunnel Hansen, Jim Zafirson

1. The meeting was called to order at 7:07 p.m. in the Promenade Towers Community Room.
2. Minutes from the March 20, 2014, meeting were approved as written.
3. The treasurer's report was accepted as presented. There are two owners more than 60 days overdue; one is on a scheduled payment plan. Sprint still owes the Association \$1,600.
4. Mid-month decisions: none to report
5. Unfinished business:

a. Video security upgrade

John Rastl explained existing problems with our aging security system. The most urgent priority is to replace the DVR, which has been re-booting several times a day, and when stressed even more often, making it difficult to use. Several outside cameras also need repairs, and any repairs/replacements should be done with future conversion to a digital system in mind. Replacing the DVR with an NVR (network video recorder) would have growth capability, and next steps would be replacing outside cameras, and eventually upgrading the inside cameras. The Request for Proposal will be sent to five companies for a bid, with a minimum request for replacement of the DVR with NVR, and replacement of one non-working outside camera. A bid will also be requested for all replacements and upgrades at once, for cost comparison. Bids should be in hand by the end of June.

b. Water leak Building Two roof

Water has been leaking into the bathroom and both bedrooms of unit #255. A large area of the roof is being cleared in an effort to locate the problem, seams are being re-done, and any suspect areas patched. Karen Goodwin is continuing to pursue this until the origin of the leak is found and remedied.

c. TWC agreement status

After the Association voted to approve contracting with TWC for discounted services at the April 17 Special Meeting, TWC's draft contract was received and passed on to our Association attorney for review. The attorney recommended several changes, and after a couple of additional reviews by Board members, the revised contract was returned to TWC. TWC approved the revisions and the contract is now ready for Jim Zafirson's signature.

During the transition from individual TWC service to discounted services for the Association, the Association will pay the first bill, and then owners can be notified of the exact monthly cost for the service, which will be added to their monthly condo fee.

d. Fire alarm May 6

There was a false fire alarm on May 6, caused by a faulty sensor on Level Four. The sensor has been replaced.

e. Antenna update

Due to personnel shifts at Sprint, there are still some unresolved issues concerning the antenna upgrade. Bruce Hopkins is continuing to pursue this.

6. New business:

a. Summary of April 18 discussion with Portland House

Jim Zafirson, John Rastl, and Dave Mathieu met with Board members of the Portland House. Some of the subjects being discussed at Portland House are:

- placing a percentage limitation on rental units in the building
- making Portland House a no-smoking property (including units)
- sprinklers are being installed in units at owner expense
- PH started elevator modernization this month; total price tag of \$267K including cabs; time frame is two months per elevator
- PH has started no-sort recycling and reduced solid waste by 45%; recycling is picked up

b. Sealcoating of garages, parking areas, driveways, and sidewalks

Karen Goodwin contacted three companies for bids. After detailed review of the bids, *a motion was made, seconded, and passed to accept the bid by Atlantic Sealcoating in the amount of \$10,291.*

c. Water pump noise in unit #211

After measuring audible noise in unit #211, it was determined that it is from the water itself rather than the pump. Jim Zafirson will investigate options for insulating the chase.

d. Property Management report

Karen Goodwin has given the names of any owners/residents who want their windows professionally cleaned to Reflections. Reflections will contact them directly to schedule the service.

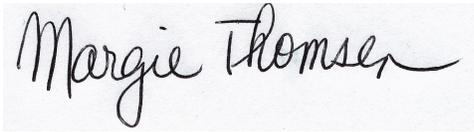
So far, approximately 25 owners have requested AC maintenance, which will be done the first week of June. Karen will be in touch with owners/residents regarding scheduling. The Association will be billed for the entire service, and then bill each unit individually.

e. Maintenance

Annual maintenance on the fire pump and generator was completed yesterday. The fire pump was in excellent condition. The generator was good, but is

burning excessive oil. It is too old to get parts that would be required for an overhaul. Its replacement is planned for in our Reserve budget.

7. The meeting was adjourned at 8:29 p.m.

A handwritten signature in black ink on a light gray background. The signature reads "Margie Thomsen" in a cursive script.

Margie Thomsen  
Secretary