

Directors Meeting Minutes
Promenade Towers
August 21, 2014

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

Absent: Gunnel Hansen, Bruce Hopkins, Jim Zafirson

1. The meeting was called to order at 7:01 p.m. in the Promenade Towers Community Room.
2. Minutes from the July 17, 2014, meeting were approved as written.
3. The treasurer's report was accepted as presented.
4. Mid-month decisions: unanimous vote to select Digital Sky for upgrading our security video system.
5. Unfinished business:
 - a. Video security upgrade
The first year plan with Digital Sky will include replacing the DVR with an NVR (Network Video Recorder); cleaning, focusing, and adjusting all existing cameras; replacing one broken camera with two high definition cameras; replacing front entrance camera with HD camera. *A motion was made, seconded, and passed to approve Phase I of the upgrade plan at a cost of \$9,590.*
Our building's commercial video internet (this has no connection to individual units) will also need to be upgraded for viewing in the security system. *A motion was made, seconded, and passed to upgrade the TWC commercial video internet at a monthly cost of \$130.*
 - b. Roof water leaks status
There has been no water infiltration on Level 5 and Level 2, even after the recent heavy rain. The heavy rain and wind did cause a leak on Level 3. Two holes were found and have been repaired.
 - c. Sealcoating and garage parking stop numbers
The sealcoating project has been completed, and all but one parking stop have been numbered.
 - d. No Parking and Loading Zone Parking signs for service entrance
New signs have been received, however, one was incorrectly made and needs to be replaced. As soon as it arrives, Joe Coyne will mount both signs on the service entrance wall.

In addition, to avoid future problems getting in or out of garages on days that moves are scheduled, the owners/residents of parking spaces 75 through 80 will be notified of moves via e-mail.

e. Building 1 exhaust fan, stack 7/8

For reasons unknown, the women's bathroom in the basement does not have functioning exhaust. HVAC checked the stack, and there are no obstructions. *A motion was made, seconded, and passed to replace that stack's fan with one like the other seven fans, at an approximate cost of \$1,600 - \$1,800.*

6. New business:

a. Elevator full load test

Pine State Elevator will be conducting a full load test of both elevators in September (date to be determined). This will involve checking the operation of each elevator with 2,000 pounds of weight. Owners/residents will be notified when the date is set, as no moves or deliveries can be scheduled.

b. John Rastl presented the September 10 Annual Meeting Notice and Proxy for approval. They were approved as presented, and will be mailed to owners in accordance with the By-Laws.

c. Recycling

Single sort recycling can now be made available to our building. *A motion was made, seconded, and passed to get a two cubic yard recycle bin from Troiano, which will be placed outside next to the regular trash dumpster.* The bin will be clearly marked for recycling, and all owners/residents will be provided with a list of recyclable items, which **do not** need to be sorted. Everyone's cooperation will be necessary to ensure that the recycling is not contaminated with trash. Mark Rockwood volunteered to help monitor this as recycling begins for our building.

It was also suggested that a recycling bin be placed next to the trash can by the mailroom elevators, simplifying residents' recycling of junk mail.

d. R & E administration fee for HVAC work on unit air conditioners

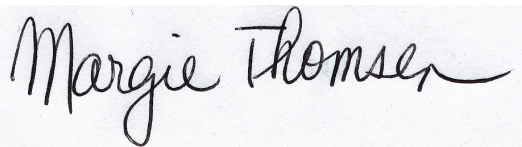
HVAC was chosen to do annual maintenance on unit air conditioners after Ocean Air's work quality deteriorated to the point of causing problems. HVAC's work has been excellent. However, they are a commercial contractor, and will not deal with private owners. Therefore, if an owner needs work done in addition to the regular annual maintenance, the owner has to arrange this through our property management company. To compensate R & E for the extra time involved in those situations, an administration fee has been suggested. *A motion was made, seconded, and passed to approve a \$20 administration fee to be paid by the owner when any AC work beyond the regular annual maintenance is scheduled.*

e. Early discussion on proposed Verizon antenna and equipment locations
Some suggestions of locations have been made, but negotiations are in early stages and ongoing. One of the Board's biggest concerns is with roof damage, and how equipment on the roof will be moved when it is time for our roof to be replaced. This needs to be factored into any kind of financial agreement.

d. Feedback on R & E Property Management

The meeting was opened to feedback any attending owners/residents had concerning R & E. Input given mostly concerned office hours, and the possibility of more presence, or perhaps on different days, or a different distribution of the eight hours per week presently in the contract.

7. The meeting was adjourned at 8:05 p.m.

A handwritten signature in black ink that reads "Margie Thomsen". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Margie Thomsen
Secretary