

Directors Meeting Minutes

Promenade Towers

October 16, 2014

Directors present: Bruce Hopkins, Dave Mathieu, Leonard Ney, John Rastl and Margie Thomsen
Directors absent: Gunnel Hansen and Jim Zafirson

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from the September 10, 2014 Annual Meeting were approved in DRAFT form to be sent to owners and posted on the web. The minutes will be formally approved at the next meeting of the members of the Association.
3. Treasurer's Report. John Rastl presented a summary of our income and expenses year-to-date for 2014. Our income was \$230,163 over this period and our expenses were \$222,507. Only one owner is over 60 days in arrears with a balance due of approximately \$890. The Operating account balance was \$63,778 and our Reserve balance was \$760,120 as of September 30, 2014.
4. Unfinished business:
 - a. Subleasing of rooms within any unit. On September 10 it was discovered that a tenant was subleasing part of their unit on a per-night basis with advertising on the Internet. The property manager was called and the ad was taken down within an hour. This was discussed at the September 10 Association meeting and the owner was invited (by letter) to attend this meeting (October 16) for an opportunity to be heard. An apology letter from the tenant to the Board President was received a few days later. Our Property Manager has sent a memo to owners and tenants making it clear this is not allowed by our Association's By-Laws. In this case, it was also not allowed by the owner and tenant's lease. After discussion by the Board, a motion was made, seconded and passed to fine the owner \$100. The Board considers this a major breach in security and safety for our residents and that the owner is ultimately responsible for his tenant's actions in complying with the Association's rules.
 - b. Roof antenna update. Bruce Hopkins reported that all our cell phone antenna customers are upgrading their equipment using fiber optics to provide faster service. Sprint completed last winter, T-Mobile is mostly complete and U.S. Cellular plans to complete their upgrade this fall. We are still in negotiations with Verizon as a potential additional customer. The Board discussed some of the pros and cons of this contract. Two that are of most concern at this point are the location of their ground station equipment and their proposed rental payment in their draft contract which is below market rate.
 - c. Recycling update. Mr. Rastl noted the huge response to our recycling effort. We immediately found we needed to go from once/week pickup to twice/week; now Monday and Friday. Cost of that is \$90/month compared to \$196/month for each of our regular trash dumpsters. Based on our first month's trial we believe we will be able to drop from three to two regular trash dumpsters with an overall savings of almost \$1,300/year by recycling.
 - d. Parking at Service Entrance. Parking at the Service Entrance has improved but continues to be a problem in blocking resident's garages. We have installed new "No Parking" and "15 Minute Loading Zone" signs that seem to have helped and our Property Manager contacted our regular vendors about parking there. Parking in the lower parking area is to be used for loading/unloading, deliveries and moves. Beyond that, contractors and residents must move their vehicle after loading/unloading and owners are responsible to see that the contractors they hire comply. Automobiles may be washed only in the designated area at the Northeast end of Building One - never in the Service Entrance area.

e. Winter parking in upper lot reserved section “*By Permit Only.*” A recent Notice was sent to owners and residents describing this reserved parking in the upper parking lot from November 1 to April 1. We have only received one request for a permit in this area. Based on cars that were not moved with owners traveling last year the Board decided to make this reserved section either three or four spaces based on any additional requests in the next few weeks. After a snow storm and the main entrance is cleared, all cars in the upper lot must be moved other than cars with permits in these spaces.

f. Maintenance update. All roof water leaks have been repaired. The one unit that had water damage has been repaired. The Board discussed the problem of dirty hand prints and wall marks at the ground floor outside the elevators. After discussion of ways to keep this area looking better the Board decided to repaint with a semi-gloss paint that can be scrubbed.

g. Mid month decision confirmed. The Board confirmed their unanimous email vote of September 25/26 to approve \$6,915 for Digital Sky to upgrade the outside video cameras on the front of the building.

5. New business:

a. The Board voted to replace the normal November and December meetings on the third Thursday of the month with one meeting on December 4th.

b. Mr. Rastl summarized the budget for 2015. The budget increases fees by 1.7% which is equal to inflation for the past 12-months. The increase covers increased expenses with a slight decrease (\$636) going into the Reserve fund. The 1.7% is an increase of \$5.70/month for the average unit. After discussion, a motion was made, seconded and approved to adopt the budget for 2015 as presented. Each owner will receive a copy of the Budget along with an invitation to attend the December 4th Board of Directors meeting, at which time the 2015 Budget will automatically be ratified unless rejected by two-thirds of owners.


c. Unit Inspections 2014. Unit Inspections are to be conducted on an approximate three year cycle and were last done in the fall of 2011. We will plan to conduct these in November 2014. Decks and deck walls will be added to the checklist.

d. Suggestion to invite Fire Department to give CPR Demo. A resident that has seen the Fire Department’s presentation suggested it for residents at Prom Towers. Immediately prior to the December 4th Board meeting was selected as the target if the Fire Department is available then.

e. Video of front entry on your Smartphone. Owners and residents can now view the front entry on a Smartphone as well as on TV Channel 3. Instructions for iPhone users have been tested and will be sent out by email. Instructions for users of Android phones are being developed. There were several recommendations to post signs and/or decals alerting people to video security recording. The Board will look into options available.

f. Property Manager report. Karen Goodwin requested that owners/residents that need to schedule a delivery, move in/out or water shut-off contact her with advance notice to allow deconfliction (at the Service Entrance) and notice to other residents (water shut-offs which always affect at least five units). Contact her via e-mail (preferred) kgoodwin@r-eassociates.com or by phone: 207-985-9740.

6. The meeting was adjourned at approximately 8:30 PM.


John M. Rastl
Secretary