

Directors Meeting Minutes  
Promenade Towers  
May 21, 2015

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

Directors absent: None. Bruce Hopkins resigned after the April meeting due to the sale of his and his wife's units and their upcoming move out of the building.

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from April 16, 2015 were approved as written.
3. Treasurer's Report. John Rastl presented a summary of our income and expenses for January through April. Our electricity use and rate in January and February were extremely high and will probably result in being approximately \$10,000 over our budget (for electricity) by year's end. We currently have a \$30,000 balance with CMP but pay approximately \$5,000/month on the budget plan. The Operating account balance was \$31,438 and our Reserve balance was \$830,489 as of April 30, 2015. Only two owners are over 60-days in arrears with the total owed for both less than \$1,500.
4. Unfinished business:
  - a. Mr. Rastl said that the new mail boxes are installed and operational. All that remains is painting the walls and trim around the new boxes. The Board discussed the wood cubbies and agreed to paint the area around them the same as the two colors on the wall/trim and to leave the boxes themselves and the shelf natural oak for easier maintenance. New numbers will be ordered to replace those currently there for a consistent and neat appearance.
  - b. Association website. The contractor we hired to build us a new website has it nearly complete but is having problems getting all the pages that should be in the "Residents" section secured by password. Our old website will still be up until we are ready to transition.
  - c. President Jim Zafirson discussed façade repairs for this summer. Work will be done by Knowles Industrial Services Corporation and is now estimated at approximately \$50,000 and 5-6 weeks. These were repairs recommended by the engineering firm WJE in an inspection at the end of 2013. Mr. Zafirson will try to schedule the work starting this coming September. Work was previously approved in our budget for 2015 in the amount of \$55,000.
  - d. Mr. Rastl discussed the Request for Proposal to replace our elevator electronics. It was approved by the Board and will go out by the end of May. We anticipate proposals from at least three contractors. The actual work will take about 4-months with only one elevator available during that entire time. Work would likely start in November and be completed in the winter months when many residents are away.

e. Rules revision. Dave Mathieu reviewed progress drafting revisions to our Rules and Regulations concerning the problems we have had with parking near the Service Entrance. He said the committee has reviewed the first draft of changes which affect many areas of the Rules and Regulations other than Parking such as: Deliveries, Outside Contractors, Unit Renovations, Moving, etc. He anticipates having a final committee review in time to present at the next Board meeting for approval.

5. New business:

a. Landscape/snowplowing contract. Our landscape/snowplowing contractor gave us a bid for next year (starting in June) with a 10% price increase. We also got another bid from a company recommended by our Property Manager. Mr. Rastl compared these with another bid from a third company we received in 2013. Both new bids were competitive and met our requirements. The Board voted to approve going with our current contractor which would be a three-year contract at \$33,000 per year.

b. Roof inspection contract. The Board approved a contract in the amount of \$600 with our roofing company to do an in-depth inspection of our roof and provide a written report on condition and problem areas.

c. Changes in R&E personnel. Karen Goodwin is leaving R&E Associates for a better career opportunity. R&E will replace Karen with Dave Debree who will work with Karen the rest of May for transition.

d. An owner of one of the rooftop penthouse units has asked what assurances are there that the hanging cell phone antenna on the elevator machine room is not broadcasting unsafe radiation onto their terrace. Mr. Zafirson said we need to reach out to Sprint for those assurances. Mark Rockwood said that he has some friends that are knowledgeable in this area and he will volunteer to take on this question.

6. The meeting was adjourned at approximately 8:00 PM.



John M. Rastl  
Secretary