

Directors Meeting Minutes
Promenade Towers
June 18, 2015

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

Directors absent: None.

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from May 21, 2015 were approved as written.
3. Treasurer's Report. John Rastl presented a summary of our income and expenses for January through May. We currently have a \$28,000 balance with CMP but pay approximately \$5,000/month on the budget plan. Although we are lowering our balance each month now that winter is over, we will probably be near \$10,000 over our budget (for electricity) by year's end. The Operating account balance was \$23,682 and our Reserve balance was \$839,226 as of May 31, 2015. Two owners are over 60-days in arrears with the total owed for both approximately \$1,500.

4. Unfinished business:

a. Rules revision. Dave Mathieu reviewed changes proposed to the Rules and Regulations regarding parking with the emphasis on parking at the Service Entrance and in the loading/unloading zone. He noted that owners have primary responsibility for ensuring adherence to all rules by tenants, guests, vendors, and delivery personnel. *A motion was made, seconded and approved to adopt the changes as written. The affected sections are included as an attachment to these minutes and will be included in the next revision of the Rules and Regulations.*

b. Elevator electronics modernization project. Mr. Rastl said the Request for Proposal went out in May and that we anticipate proposals from at least three contractors (Pine State, Otis and ThyssenKrupp). Each company has visited our property to survey the current elevators in preparation for their proposals which are due on July 9th. Pine State and Otis have each given Mr. Rastl a tour of installations here in Portland where they have done similar modernizations and currently maintain the elevators. Photos of these installations will be shared in the selection process.

c. Our newly designed website is up and running on a new server. The address is the same www.promenade-towers.org. *A recommendation was made and approved to change the password used to enter the "Residents" section and the Wi-Fi password in the Library/Office area. The new password will be emailed to owners and residents.*

d. Mark Rockwood reported on his research into radio frequency (RF) emissions from the cell phone antennas on our roof. He recommended we contract with a certified professional to

take measurements and provide us a report. This would accomplish two things; first confirm that our living environments are within safe RF radiation levels and second to have a report produced of the readings to act as a baseline of levels at this point in time. Jim Zafirson asked Mr. Rockwood to get a price quote for conducting and reporting these measurements and pass to the Board. He also asked that the cell phone companies be notified of our plan and allow them to take their own measurements if they want.

5. New business:

a. A Notice to be posted on the bulletin board announcing openings on the Board of Directors for election at the September Annual Association Meeting was reviewed and approved.

b. Property Manager report. David deBree was introduced as our new Property Manager. He reported that 23 units had their air conditioners serviced last week by HVAC. The company that does our windows, Reflections, will be here next Monday to do common area windows. Mr. deBree will get a date window for when they could do unit windows for residents and will send out that information. He also noted that the Bicycle Storage room is at capacity for the existing racks. Discussion followed on what size additional rack/s we could fit in the room. Len Ney and Mr. Rastl will measure and get back to the Board on a recommendation.

6. The meeting was adjourned at approximately 7:50 PM.



John M. Rastl
Secretary

1 Attachment
Revisions to Rules and Regulations regarding Parking

INTRODUCTION

The rules and regulations on the following pages have been adopted to assist the peaceful and orderly use and enjoyment of the buildings and common elements of the Condominium and to protect the value of each owner's investment. They are binding upon all members of the Association and all persons present on the property.

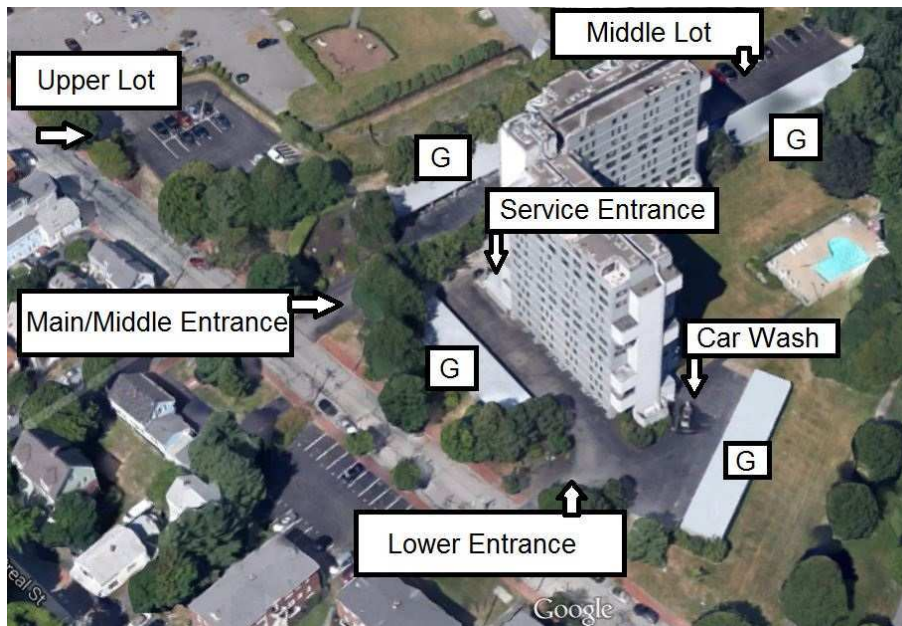
To enforce these rules and regulations, the Board of Directors (Board) may, after notice and an opportunity to be heard, levy reasonable fines against unit owners for violations. According to our Declaration, the standard fine for a violation shall be \$100, but for each day a violation continues it shall be considered a separate violation. The Board shall have the authority to levy fines greater than \$100 based on the circumstances of the violation. Additionally, the Board may also, after notice, prohibit the use and enjoyment of any or all of the common elements not essential to access to the unit. Notices will be sent to the owner's address of record. In the case of persistent violation of the rules and regulation by a unit owner, the Board shall have the power to require such unit owner to post a bond to secure adherence to the rules and regulations.

Condominium owners have primary responsibility for ensuring adherence to all Rules and Regulations by tenants, guests, vendors and delivery personnel.

Rules and Regulations for Promenade Towers

1. Motor Vehicles and Parking

Promenade Towers has 80 covered parking spaces divided among four stand-alone garages and under each building. Each of these garage spaces is assigned to an individual unit as listed in the Declaration, Exhibit B. Additionally there are two parking lots for second-cars and visitors: one at the main entrance level called the “middle lot” and one at the “upper lot.” The “lower entrance” has approximately half of the garage spaces and is also the service/delivery entrance. There is a 15-minute loading/unloading zone next to the service entrance. There is no visitor or second-car parking allowed in this lower entrance.



Residents (condominium owners/tenants), guests, service vendors and delivery personnel shall park in a manner and location that does not, even temporarily, block resident access to, and egress from, parking spaces and/or prohibit immediate building access by fire and other public safety vehicles,

Vehicles in violation of these Rules and Regulations are subject to immediate towing (at the condominium owner’s cost and risk). If a vehicle is towed, the vehicle owner will need to call the towing company (currently Tardiff’s Towing 772-2247) to arrange for retrieval of the vehicle. Any resident observing a parking violation should notify the property manager.

Garage and middle lot parking spaces shall only be used for motor vehicles. Boats and/or trailers shall not be parked in garages or in the middle lot. A boat and/or trailer may be parked in the upper lot for a short period of time (no longer than overnight) upon prior approval by, and registration with, the property manager.

Operable bicycles (no more than two) and/or shopping carts may be stored directly in front of the resident's garaged automobile. Upon request to the property manager, an eyebolt will be installed for the purpose of securing these items, at owner cost.

A vehicle parked in a garage shall not extend beyond the limits of the painted striping.

Parking in a garage space reserved for another unit is forbidden unless permission is granted, in writing, from the owner of the space.

A commercial vehicle may be parked in the related unit owner's garage parking space providing the vehicle does not interfere with neighbors' bays; otherwise it is to be parked as indicated in other sections of these Rules and Regulations.

All vehicles parked on the property must be properly licensed, inspected and operable.

Residents must submit makes and registration numbers of vehicles to the property manager and update this information as necessary.

Residents must obtain a Parking Permit from the property manager for their guest's/visitor's vehicles if they will be remaining overnight or longer duration.

Tandem parking (two vehicles bumper to bumper) is not allowed in garages/covered parking or parking lots.

Two spaces by the main entrance are designated for visitor handicapped parking. Parking in these spaces is reserved for vehicles with proper handicapped identification and may not exceed overnight.

Eighteen (18)-wheel vehicles are not allowed into driveways and may only park on the street.

Automobiles may be washed only in the designated area at the Northeast end of Building One.

1.1 Loading/Unloading Zone (lower level service entrance)

Commercial and other vehicles may utilize the delineated 'Loading/Unloading Zone' in the service entrance area for moving, delivery, etc. but they must not block, however temporarily, either residents' parking spaces or the entrance door to the lower lobby.

The 'Loading/Unloading Zone' is to be used only for active loading/unloading, deliveries, moves, or brief (less than fifteen minutes) service calls. Other than that, vehicles must be moved to a parking lot or the street. Condominium owners are responsible for notifying moving and delivery drivers and contractors of these Rules and Regulations and ensuring that vehicles are parked accordingly.

No part of a vehicle may extend beyond the delineated Loading/Unloading Zone.

Contractor, delivery (other than UPS, FedEx, etc.), and moving company personnel utilizing the 'Loading/Unloading Zone' must record the date and time, company name, their cell phone number and the related condominium unit number on an erasable 'white board' placed near the service entrance interior door for that purpose.

Outer and inner service entrance doors must be kept closed except when immediate access is required. For reasons of building security and heating it is important that delivery and service personnel open the outer door only when actively (physically) loading and unloading. Open only one door at a time, close the outside door before opening the inside door and reverse the process when moving out.

1.2 Snow Storm Procedures

It is very expensive to have our driveways and parking lots plowed during and after snow storms - especially when a repeat plowing is required due to parked cars being in the way.

The property manager will give residents as much advance notice as possible of impending snow storms deemed to be 'plowable events'.

a. Middle lot. For a 'plowable event', vehicles in the middle lot must be relocated to the upper lot. During plowable events, parking in the middle lot is forbidden and is to be resumed only when the middle lot is completely plowed and the storm has stopped. Residents should be aware of impending storms and park accordingly. Vehicles in violation of this rule will be towed.

b. Upper lot. After the storm has stopped and the middle lot has been plowed, vehicles in the upper lot need to move to the middle lot to allow the upper lot to be plowed.

Up to seven long-term winter parking spaces are available by permit only from November 1 – April 1. These parking spaces will be clearly marked with signs in the upper lot. Once they are filled, owners needing long-term winter parking will have to either move their vehicle for every storm (this will need to be privately arranged, as the Association cannot be liable for moving vehicles), or make provisions to park elsewhere. Vehicles in these spaces will be 'plowed in' and vehicle owners will have responsibility for snow removal. Please contact the property manager to arrange use of one of these spaces. Non-compliant vehicles will be towed.

The poolside balconies are designed to drain away from the building. If ice and snow accumulate, that blocks the drainage. It is the responsibility of each resident and owner to clear these poolside balconies so that the intended drainage can occur. Only a non-metal shovel should be used to avoid damaging the deck surface. Owners are reminded that they are responsible for all damage to their units as well as any unit damaged by their neglect. Penthouse decks should not be shoveled.

10. Deliveries (See also Section 1.1 Loading/Unloading Zone and Section 17 Moving)

Residents should notify delivery companies/drivers (other than UPS, FedEx, etc.) that deliveries can only be made at the service entrance

The moving of furniture or large items must be done by advance notice to the property manager, so that pads may be hung in the elevator, etc. Such moves are to be made during normal working hours (8 AM to 5 PM) Monday through Friday or on Saturday at the discretion of the property manager. Deliveries are not allowed on Sundays or Holidays.

Immediately after all deliveries, pick-ups, etc. vehicles must be moved to either a parking lot or the street, so that others may use the Loading/Unloading Zone.

11. Outside Contractors (See also Section 1.1 Loading/Unloading)

When outside contractors are called in to do repair work for residents, the property manager must be notified as to the type of work to be performed. No contractors shall shut off any water valves, electric circuit breakers, thermostats, or service shut-offs which interrupt the normal function to any other unit than the one they are working in. Some of these controls, particularly water valve controls, are connected to five different units and shut-offs must be planned in advance.

The owner is responsible for instructing the contractor to clean up all dirt, debris and marks left in common areas, for inspecting the contractor's cleanup at the end of each work day and for doing any cleaning left undone. This includes vacuuming common area halls and elevator(s) of dirt and debris.

The owner is responsible for and will be billed for any daily cleaning left undone and for any damage done to the building or property by an outside contractor.

Owners are responsible for seeing that contractor's park in one of the approved areas. **Important . . .** the outside of our building's exterior coating is susceptible to chemical or physical damage. The Board intends to bill any owner for damage to this common area property caused by the owner or anyone he is responsible for, including rental tenants or outside contractors. Repair costs could be very expensive because of need to rent a lift to reach most parts of the building. The delivery, rental time period, and then pick-up of these lifts is significant and the reason everyone needs to take precautions to protect our building's exterior coating. Anyone using outside contractors to work around windows, doors, service air conditioning or any activity that could damage the building's exterior coating must contact the property manager to ensure the proper procedures are used.

12. Unit Renovations (See also Section 1.1 Loading/Unloading Zone)

Advance written approval from the Board is required before making any structural change to a floor, ceiling, window, exterior door, outside wall or a wall which is between your unit and another unit or a common area.

Owners are responsible for notifying and seeing that contractors park their vehicles in one of the approved areas, not in the lower level service/entry area.

Work within your unit that is audible in other units or from any common area shall only be conducted Monday-Friday between the hours of 8 AM to 5 PM.

17. Moving (See also Section 1.1 Loading/Unloading Zone)

A move-in/move-out fee has been established for residents that move into or out of Promenade Towers. This fee applies in all instances when an individual moves into or out of a unit including but not limited to the following instances: when an individual moves from one unit to another unit; when an individual who is renting a unit in the condominium, whether furnished or unfurnished, moves into or out of a unit; when an individual purchases a unit in the condominium and moves into said unit; and when an individual sells a unit in the condominium and moves out of said unit. The fee is currently set at \$150 (for a move from one unit to another unit the in-house move fee will be \$75.00 for each unit, total fee of \$150.00) but the Board of Directors has the authority to change the fee in the future. The fee will be charged to the owner.

Moves must be scheduled with the office at least two (2) weeks in advance. You will receive instructions regarding the move at this time. Only one move per day can be scheduled due to limited parking for moving vehicles. Moves can be scheduled Monday through Friday, 8 AM to 5 PM (no weekend or holiday moves).

Eighteen (18)-wheel vehicles are not allowed into driveways and may only park on the street. Smaller moving vans or vehicles may park in the Loading/Unloading Zone (see Section 1.1 Loading/Unloading Zone).

All moves must be through the service entrance. This is for security reasons, to keep the cold air and debris from blowing in and to minimize damage to doors, door frames and floor coverings.

Only one elevator (#2, the one on the right as you face them) is to be used for a move. Pads must be used. A key to operate and lock the elevator will be issued to the person in charge of the move. The property manager will arrange for pads to be placed and issue the elevator key on the day of the move.

To keep the above mentioned areas clear, only one elevator load is to be moved at a time from the service entrance to the elevator then off the elevator and into the unit,

The party moving is responsible for cleaning up all dirt, debris and marks left from the move. This includes vacuuming common area halls and elevator of dirt and debris left as a result of the move activity.

All cartons and boxes are to be broken down and placed in the trash closet on the ground level. Do not put cartons or boxes in trash chutes.

The owner of the unit is responsible for, and will be billed for, any damage done to the building or property during and as a result of the move.