

Directors Meeting Minutes

Promenade Towers

December 03, 2015

Directors present: Gunnel Hansen, Megan Ladd, Dave Mathieu, Leonard Ney and John Rastl

Directors absent: Mark Rockwood and Jim Zafirson

- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from October 15, 2015 were approved as written.
- 3) Treasurer's Report: John Rastl presented a summary of our income and expenses through November.
 - The 2016 Budget was ratified.
 - The cost of the roof repairs by Glidden was \$4,100.
 - The Operating account balance was \$22,735 and Reserve balance was \$803,937 as of November 30, 2015.
 - Three owners are over 60 days in arrears with balances of: \$344, \$366 and \$1,094.
- 4) Unfinished Business:
 - Elevator Modernization Project – The elevator cables are scheduled to be replaced on 12/10/15 and 12/11/15. Dave deBree will send an email to notify owners and tenants of this. Work on the modernization is currently set to begin on 1/4/16 and is scheduled to take 4 months to complete
 - Pool Fence Update – Mark Rockwood researched this and we have received 2 bids. Each was about \$16,000. The implementation and cost of the lock for the pool gate is not included in the bid. Mr. Rockwood and Mr. Rastl have additional questions/research which needs to be done before a final recommendation is made.
 - Pool Cover Replacement – Mr. Rastl received a quote of approximately \$3,500 from Christman Pool Service to replace the existing cover with a similar one. More research is needed before a procurement decision. Mr. Rastl also suggested we may want to consider refinishing the concrete decking after the other pool maintenance items have been completed.
- 5) New Business:
 - Revised Rules and Regulations – The 2012 Version of the Rules and Regulation manual has been updated. Noteworthy additions/modifications include:
 - All new and revised rules passed by the Board after February 2012
 - The Property Manager, not the office, should be the first point of contact for issues.
 - Recycling rules
 - Creation of bike room and rules
 - Changes to the mail room
 - Updating of floor underlay requirements
 - The ability to view the lobby entry via a smart phone app

Owners and tenants will receive a copy of the new Rules and Regulations document via email. Hard copies will also be made available. Mr. Rastl will research the cost of printing the updated manual. There was discussion around having an opt in/out procedure for receiving a hard copy but no decision was reached.

- PC in Library – Due to lack of processing capability, difficulty in maintaining software and lack of use, the personal computer in the Library will be removed. Access to internet for residents and guests will still be available.
- T-Mobile has asked for consent to increase the footprint of their equipment on the roof. New items would include a stanchion and 25 inch microwave dish. Dave Mathieu will contact Bruce Hopkins to ask if he will assist in determining how best to respond. Mr. deBree will contact T-Mobile to let them know the Board is reviewing their request.
- OTT Communications – The 3 year contract for maintaining various phones in the building is ending. Mr. deBree was able to negotiate a new 3 year contract at a savings of \$750.

6) Property Manager report:

- In the last month, there were 5 move-ins/outs. 4 of these involved tenants.
- Roof repairs by Glidden (mentioned in the Treasurer Report) involved fixing 21 different spots discovered during their spring inspection. All repairs have been confirmed by Mr. deBree.

7) Meeting was adjourned at 7:52 PM.



Megan H. Ladd
Secretary