

Directors Meeting Minutes
Promenade Towers
August 17, 2023

Directors present: Andy Glassberg, Judy Katzel, Jim Gwilym, Mark Rockwood, Jeanette Haskell-Property Manager. Excused: Jim Zafirson, Gregg Turley

- 1) The meeting was called to order at 6:31 PM.
- 2) The meeting minutes from July 20, 2023 were approved as written.
- 3) Treasurer's Report:
 - Jim Gwilym presented a summary of our income and expenses through July. The Operating account balance was \$827,469 and the Reserve balance was \$45,128 as of July 31, 2023. The monthly financial statement was approved.
- 4) Property Manager report:
 - The main item noted is that Atlantic Air Duct will be here to clean dryer vents over two Tuesdays – September 12 and September 19. They will need to go in each unit. Owners will be contacted in advance with a more firm schedule, and the Property Manager will be on site both days to accompany workers in units where the owner will not be available to provide entrance.
 - Fire hydrants are done, some additional landscaping repair will be undertaken.
 - Still waiting to get a prorated estimate for the cost of painting the center stairwell, as a subset of the total painting project. Total project cost will not change.
- 5) Unfinished Business:
 - Fire pump/diesel engine replacement – The report from the diesel engine technician hired to evaluate our fire pump diesel engine established that the diesel engine is in good condition and estimated it would need to be replaced in about 5 years. The technician suggested we drain the old fuel and replenish with new fuel to cut down the smoke in the exhaust. We are waiting for a price for the service. The technician suggested the system be tested quarterly moving forward.
 - Lobby furniture replacement – All furniture items have been ordered. The manufacturer of the original club chair ordered, closed its doors unexpectedly. We were able to order a very similar replacement chair without any significant change to the budget. One overhead light has been installed (to ensure the size was appropriate.) Other lights will be installed in the coming week(s). Tentatively, the new furniture should be here in 6 weeks.
 - Electric vehicle charging station – In meetings with the electrical firm and the charging station company, additional trenching requirements and equipment availability issues arose which may affect timing and pricing. Based on this new information, the Board tabled further discussion on the project until more concrete information can be gathered and reviewed.
 - Welcome Committee – Volunteer names have been collected (around 6), and more work around organization will be undertaken in September.
 - E-bike safety and storage – Gregg Turley provided a draft of a Promenade Towers Electric Bike Storage Policy for Board member review. This item will be on the September meeting agenda.

6) New Business/Action Items/Resident Comments:

- The Board voted to follow the same policy for electing Board members this year as was used last year. The only change will be sending all owners a one-page sheet with voting and proxy options on the same form, rather than on two separate forms as has been used in the past.
- The Board approved paying Jeanette for additional time spent providing access and being on property for the Sprint cell tower decommissioning work. This amount is \$500. We will ask that this be reimbursed by Sprint.
- The Board approved the total amount for painting the stairwell, which is \$34,500, although work will only be currently undertaken (and billed) on the center stairwell. Jeanette is still waiting for a prorated price from the painter for this portion of the overall project.
- The Board discussed the need to move forward on addressing deck surfaces and rail painting. It was noted that deck maintenance is in the budget for this year, but that the dollars included were from several years ago and may have changed. If Jeanette can quickly get confirmation on the current cost estimate or secure an updated cost estimate, the Board potentially can vote to proceed via email, so work can be done in September-October, before the air temperatures are too cold for exterior painting/resurfacing.
- A resident voiced concerns about whether there would still be winter parking spaces available in the visitor's lot, since the electric charging stations will most likely use some of the space normally designated for winter parking. The Board confirmed that winter parking spaces will still be available from Oct. 1 – Apr. 1 for residents who need to leave a car during this period of time who will be out of town and unable to move their vehicle to accommodate snow removal. Anyone needing this accommodation MUST reserve this with the Property Manager in advance.
- A resident voiced concern about street parking on Walnut St. near the entrance to our parking lot, which obstructs the view for residents leaving our lot and could be a potential safety hazard. Since Walnut Street is a public roadway, it was suggested that concerned residents call the city.

7) The meeting was adjourned at 7:50 pm

Judy Katzel
Acting Secretary