

# Minutes

## Promenade Towers

### Board of Directors Meeting

#### January 18, 2024

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

- 1) The meeting was called to order at 6:30 PM, by President, Jim Zafirson
- 2) The meeting minutes from November 16 and December 14, 2023, were approved as written.
- 3) Treasurer's Report:
  - Jim Gwilym presented a summary of our income and expenses through December 31, 2023. The Operating account balance was \$56,101 and the Reserve balance was \$816,269 as of December 31, 2023. The monthly financial statement was approved.
  - The Board voted to change accounting firms for the association's taxes. The new firm of Brian Lasalle CPA, will cost about half of what we are currently paying.
- 4) Property Manager report:

Discussed several water leaks and subsequent damages in common/public areas of the building – leak in the ceilings on the first floor and the stairwell on 4<sup>th</sup> floor in Bldg. 1, additional leaks around the cinder blocks in the trash room. Leaks are being addressed and repairs are being scheduled through Demmons Roofing.

Service on the fire pump, and there are no additional issues beyond the oil leak and one additional leak that had been temporarily repaired.

One of the treadmills has been serviced and we have been advised it is beyond its end-of life, rusty and the decking is worn out.

Dirigo painted the back of the middle parking garage, which has been damaged by graffiti.
- 5) Unfinished Business
  - *Electric vehicle charging station* – We will take this off the agenda for several months, and revisit in the spring
  - *Installation of Hallway Thermostats*: We have ordered new thermostats with tamper-proof covers that cost about \$50 each. They will be installed when they arrive, but the unit is currently on back-order. Jim Z found 13 units in the Mid-west which have been ordered and will arrive next week. Fourth floor in building 2 is a priority. The additional 40 units should be here mid-February.
  - *Owner Survey of Status of AC Units*: The Board decided to send a one-question survey to owners via email to see how many AC units are operational.
  - *Update on Pool Fence Installation*: The project is complete.
  - *AED Installation and Possible Training Class*: Board approved placement of the AED in the mailroom area, notifying owners by email, offering an optional in-person training (offered by the American Red Cross) along with providing owners with a link to an on-line Red Cross class on how to use an AED.

- *JB Third Party Inspections:* Board approved \$5,000 for review of the notices from the city, on-site inspection of the building, review of current code with respect to requirements around sprinklers in each unit vs only in common/public areas.
- *Unit 211 – Entry Fire Door Replacement* – Board approved the quote of \$3,200.
- *Sprinkler Systems Revised Quote:* Sprinkler Systems provided a revised quote for a wafer valve and leaking pipe of \$3,500 but is waiting for a quote on one additional part. So the project can move forward, the Board voted to approved a not-to-exceed amount of \$4,000.

6) New Business

- *Hallway Heat Pump and Solar System:* The Board reviewed a proposal from EMC to possibly replace the current electric base-board systems for heating public spaces and hallways, with a heat pump system. Based on the pricing, the continued evolution of technology in this area and other more pressing maintenance needs on the property, the Board opted to move this topic forward to a time when more information becomes available and that make it more viable to pursue.
- *Digital Sky Quote – Standby UPS for Pool Shed:* The Board requested getting a quote for replacing the camera over the dumpsters (which is consistently malfunctioning) and seeing if this can be combined with installation of the standby UPS, which will be purchased separately and will only need to be plugged into the existing system.
- *Use of/Current Hand Sanitizer Supplies:* The Board authorized making bottles of hand sanitizer available at the elevators, in the public restrooms and the fitness room until all supplies are depleted.
- *Review of Reserve Spending Spreadsheet:* The Board agreed to add a standing item to the agenda each month to review the status of previously approved maintenance expenditures which have been scheduled to ensure that action is taken to accomplish approved tasks and projects. Top projects for discussion: upgrades to the fitness room and equipment, new carpet for hallways.

7) Adjournment – The meeting was adjourned at 7:18 pm

8) Executive session: Called to order at 7:19 p m and came out of executive session at 7:21 pm

9) Meeting was adjourned at 7:22 pm