

Minutes
Promenade Towers
Board of Directors Meeting
October 3, 2024
6:30 pm

Directors present: Jim Zafirson, Mark Rockwood, Judy Katzel, Gregg Turley, Jim Gwilym, Kate Jackson, Normand Paquin

Staff present: Jeanette Haskell-Property Manager

The meeting was called to order at 6:30 by President Jim Zafirson. A quorum is established.

The meeting minutes from the August 22, 2024 meeting were approved as written.

Treasurer's Report/Review of Financials: Jeanette provided an overview of the 8/31/24 financial statements, which are provided by the management company. The Operating account balance was \$53,779 and the Reserve balance was \$821,624. The operating statement showed a net surplus for August of \$8,031 and a year-to-date net deficit of (\$1,498). Jeanette expects a small net deficit for the full year.

Property Manager's Report: Jeanette presented a summary of the issues she's been dealing with. She has been busy.

Mid-month Board vote – Between meetings, the Board discussed and unanimously approved spending \$5,700 for new carpeting in the mail room.

Unfinished Business:

1. Jim Zafirson gave a detailed update on our appeal of the City's ruling that fire sprinklers within the condo units are required. Our attorney has filed an appeal. He will argue for us at an Appeals Board hearing, and we should have their decision by the end of the year, after which we can discuss next steps if needed.
2. Gregg gave an update on the EV car charging station project. He has a proposal to use a grant to pay all but \$10,000 of the total cost of roughly \$40,000. There were questions about the details that Gregg will follow up on.
3. There was a brief discussion about the adequacy of lighting in the middle lot. Those with opinions seem to agree that the existing lighting is adequate.
4. Website updating — Judy reported that the updating was complete and that Board members should review to ensure nothing was missing.

Budgets:

1. A discussion of the Reserve budget was tabled for a future meeting due to time constraints.
2. The Board discussed and approved an operating budget for 2025. The budget column on the attached is as presented at the meeting. Some numbers in the other columns were changed based on discussions after the meeting.

New business:

1. A resident-run FaceBook page is operational and there were only positive comments.
2. HVAC engineer – After a lengthy discussion about things we already know about potential solutions to our A/C problems, Gregg proposed that we approve spending up to \$2,850 to have an engineer give us feasible options hyper-focused on replacing our existing units, and Gregg will negotiate the lowest price possible.
3. Unit 248 has asked for permission to install flooring underlayment which we has not been preapproved. Judy explained that the section of flooring at issue is above a ceiling within unit 248. Judy made a motion and the Board approved the exception unanimously.
4. All Board members were reminded to complete the registration process for compliance with the Corporate Transparency Act

The meeting was adjourned at 7:30 pm

Respectfully submitted,
Jim Gwilym
Secretary

PROMENADE EAST CONDOMINIUM ASSOCIATION
2025 BUDGET

	PROJECTED 2024 TOTAL	BUDGET 2024	BUDGET 2025	INCR. (DECR.)
OPERATING INCOME				
CONDO FEE INCOME	457,152	457,158	535,000	77,842
MOVE IN MOVE OUT FEES	3,000	2,500	2,500	0
FINE INCOME	685	500	500	0
LATE FEE	0	500	500	0
MISC INCOM T-Mobil Electricity Service Charge	200	400	240	(160)
TOTAL OPERATING INCOME	461,037	461,058	538,740	77,682
RESERVE INCOME*				
RESERVE INCOME - CELL TOWER	109,036	110,152	111,000	3,330
INTEREST INCOME	36,639	0	25,000	25,000
TOTAL RESERVE INCOME	145,675	110,152	136,000	28,330
OPERATING EXPENSES				
UTILITIES				
ELECTRICITY	68,389	70,000	71,000	1,000
COMMUNICATIONS	8,123	7,200	9,500	2,300
CABLE/INTERNET	55,174	54,809	58,000	3,191
PROPANE	8,287	7,500	8,500	1,000
WATER & SEWER	29,126	31,250	31,250	0
	169,099	170,759	178,250	7,491
GROUNDS				
TRASH REMOVAL	16,203	14,700	17,500	2,800
MISC LANDSCAPE	2,293	1,500	2,500	1,000
TREE MAINTENANCE	1,240	500	1,500	1,000
GROUNDS CONTRACT	44,345	48,750	48,750	0
	64,081	65,450	70,250	4,800
BUILDING & PROPERTY MAINTENANCE				
HOUSEKEEPING	35,177	40,000	42,000	2,000
WINDOW WASHING	7,625	3,000	0	(3,000)
FIRE SPRINKLER PROTECTION	8,559	5,250	10,000	4,750
ELEVATOR/FIRE PUMP/GENERATOR MAINTENANCE	12,154	13,750	13,750	0
FITNESS ROOM	240	750	750	0
DECORATING	200	500	500	0
ON-SITE MAINTENANCE	21,394	20,500	23,000	2,500
PEST CONTROL & EXTERMINATING	6,435	1,400	2,000	600
SECURITY SYSTEMS	6,617	4,500	7,000	2,500
POOL EXPENSES	7,156	5,500	7,000	1,500
	117,237	107,150	118,500	11,350
PROFESSIONAL SERVICES				
INSURANCE	70,652	68,900	109,000	40,100
PERSONAL PROPERTY TAXES	0	350	400	50
ADMIN/MISC EXPENSE	1,416	1,500	1,600	100
BANK FEES	10	0	0	0
ACCOUNTING/TAX PREP	1,750	750	1,750	1,000
LEGAL/FILING FEES	1,781	3,000	3,000	0
MANAGEMENT FEES	42,363	42,363	48,940	6,577
ENTERTAINMENT	450	500	500	0
CONTINGENCY	0	336	6,550	6,214
	118,422	117,699	171,740	54,041
TOTAL OPERATING INCOME	461,037	461,058	538,740	77,682
TOTAL OPERATING EXPENSES	468,840	461,058	538,740	77,682
NET OPERATING CASH FLOW	(7,803)	0	0	0
AVERAGE monthly fee per unit		480	561	
Fee schedule for individual units attached				
* Reserve income cannot be used to fund operating expenses, and therefore is not included in the total operating budget. It is noted here so owners are aware of how reserve budget items are funded. If our Association did not have external funding sources, reserve budget funding would be covered through additional owner fees.				