

Minutes

Promenade Towers Board of Directors Meeting January 16th, 2025 6:30 pm

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

Staff: Jeanette Haskell-Property Manager.

- 1) The meeting was called to order at 6:30 PM
- 2) The minutes from the regular Board meetings in October and November, and for a special meeting in November to discuss condo fees, were approved unanimously. Copies are on the website.
- 3) Treasurer's Report: Judy and Jeanette presented the Operating Report and a schedule of capital expenditures for the full year 2024 (attached). The Report shows available cash as (\$25,472) in the red. This would be the cash balance without prepaid condo fees and if all accounts payable were paid. One reason for that deficit is the 1/3rd down payment for 2025 insurance. In December, the remaining \$15,000 balance on the \$25,000 borrowed from Reserves in 2023 was repaid. Jeanette and Judy believe that we'll make that back up over the first few months of next year. Significant capital costs presently due, necessitate a transfer of about \$40,000 from the Schwab reserve account (approved by the Board unanimously). Jim Zafirson requested that all future motions by the Board for approval of expenditures specify if they will be paid from operations or reserves.
- 4) Property Manager's Report: Jeanette asked for questions about the Manager's Report. We discussed the normal unit inspection process. Jeanette will start the inspections soon with the help of Gregg and Normand. They will start on the 5th floor and work downward.
- 5) Unfinished Business (All projects have been approved at previous meetings):
 - a. Lighting (including motion sensors) in the parking area under building #1 - We have a proposal from Brian. Jim Zafirson will review the color and intensity specs for conformity.
 - b. Mail room carpet update – Judy reported that the carpet is here and the work should be done fairly soon.
 - c. EV car charging project update – Jim Gwilym relayed a message from Gregg that the State has approved our project. Subsequent to our meeting, we received the Federal approval as well. We expect a Spring installation.
 - d. Digital Sky Firewall update – Done per Jeanette
 - e. Sprinkler System update – Jeanette explained that there are some minor recommendations from the last several annual inspections and she is now scheduling the work to comply with all of them. Jim Zafirson gave a summary of the City's requirement that we put fire sprinklers in each unit, and our appeal of that requirement. The Appeals Board rejected our appeal. The next step is to have an engineer design a system and assess its feasibility. We will also consider legal filings that will hold the door open for future appeals. As we receive relevant information, we will promptly relay it to the Association.

- f. Storage Area Ceiling Painting, Dehumidifier, and Clean-out – update – Jeanette explained that there were problems with the original plan, which had been approved by the Board. The larger dehumidifier in the new plan at a cost of about \$3,500 was unanimously approved by the Board. The project will be done in blocks of 10 storage units by temporarily transferring the contents to empty units. Jeanette and Gregg are formulating storage policies for consideration of the Board.
 - g. Painting Center Stairwell. The Board put this on hold, pending additional information about the sprinkler project.
 - h. Service Area Ceiling Replacement – This work was approved at a previous meeting and it should be completed within the next two weeks.
 - i. Jim Zafirson also reported that he's in negotiations with T-Mobile. They propose to upgrade their equipment and sign an extended contract with higher rent.
- 6) New Business:
- a. Water pressure issues – Mark reported that he has lost pressure in the evening a number of times recently. Jim Zafirson explained that this happens when the system automatically switches from one pump to the other at around 11:30 each night. Jeanette will investigate pushing that changeover back to the middle of the night.
 - b. Communication about e-bike batteries – Our insurance company performed a loss-control inspection and insisted that we inform our owners quarterly about our existing battery safety rules. Jeanette recently sent out the first such notification by e-mail, and signage has been posted. Jim Zafirson discussed the possibility of suggesting or mandating fire-proof storage boxes for all e-bike batteries. He will do some research.
 - c. Jeanette asked about the potential for new requirements for smoke/CO detectors. We are waiting for more information from the fire department.
- 7) Adjournment – The meeting was adjourned at 7:51 pm

Respectfully submitted,
Jim Gwilym

PROMENADE EAST CONDOMINIUM ASSOCIATION

FINANCIALS

Dec-24

	Actual	Budget	Variance
INCOME			
Monthly Operating Fees	457,152	457,158	(6)
Move in/Move out Fees	3,750	2,500	1,250
Fines	760	500	260
Late Fees	-	500	(500)
Reserve Income	109,220	110,152	(932)
Other Income	220	400	(180)
Interest Income	37,827	-	37,827
TOTAL INCOME	608,929	571,210	37,719
EXPENSES			
Utilities	184,624	185,459	835
Grounds	47,578	50,750	3,172
Building & Property Maintenance	118,030	107,150	(10,880)
Professional-Administrative	129,706	117,699	(12,007)
Transfer from Reserves for Insurance	(21,725)	-	21,725
TOTAL EXPENSES	458,213	461,058	2,845
RESERVE ACTIVITIES			
Reserve Transfers	109,143	110,152	1,009
Interest Income	37,794	-	(37,794)
TOTAL RESERVE ACTIVITIES	146,937	110,152	(36,785)
NET INCOME			
Income	608,929	571,210	37,719
Expenses	605,150	571,210	(33,940)
NET INCOME/LOSS	3,779	-	3,779
OPERATING ACCOUNT			UNITS SOLD
Balance	16,855		
Less Accounts Payable	(649)		
Less Homeowner Prepaid Condo Fees	(41,678)		
AVAILABLE OPERATING CASH	(25,472)		
ACCOUNTS RECEIVABLE	9,237	(Balance Sheet shows \$3957.12 in Accounts	
PREPAID INSURANCE	22,036	Receivable. Journal Entry will clear in January)	
RESERVE ACCOUNT BALANCE	847,997		

PROMENADE EAST CONDOMINIUM ASSOCIATION

Reserve Activity

Dec-24

Reserve Expense	MTD ACTUAL	YTD ACTUAL	2024 BUDGET
Carpet Replacement	-	-	85,000
Defibrillator	-	2,246	2,500
Deck Railing Painting	-	-	9,690
Doors - Unit Exterior Doors	-	3,768	6,200
Dryer Vent Cleaning	-	6,127	4,600
Dumpster	-	1,700	-
Electrical Bldg/Hallway Thermostats	-	4,973	-
Fire Department Signage	-	1,252	-
Fire Extinguisher/Knox Boxes	-	4,099	-
Fitness Room Remodel/Equipment	-	17,852	20,000
HVAC - AEC Study	-	1,500	-
Infrastructure Repairs	-	-	10,000
Infrastructure Repair - Rock for Bldg	-	2,055	-
Insurance In House Claims	-	4,634	-
Insurance Payments Approved-Premium Inc	-	21,725	-
Pool Tile Work	-	1,244	-
Pool Mechanicals - Pump Replacement	-	794	-
Project Management Oversight	1,338	1,338	-
Roof Work	-	2,760	-
Security Systems - Digital Sky	698	4,351	-
Sprinkler System code repairs	5,649	10,346	-
Sprinklers - Legal	9,279	22,132	-
Stairwell Painting	-	-	23,000
Taxes - Federal and State	9,500	40,734	-
Water Pump Replacement	-	1,435	-
TOTAL EXPENSES	26,464	157,065	160,990