

Minutes

Promenade Towers

Board of Directors Meeting

October 23, 2025

6:30 pm

Directors present: Jim Zafirson, Normand Paquin, Kate Jackson, Jim Gwilym

Excused: Mark Rockwood, Judy Katzel, Gregg Turley

Staff: Jeanette-Haskell-Property Manager

- 1) The meeting was called to order at 6:30 pm.
- 2) The motion to approve the minutes from September 25, 2025 passed, with all in favor

- 3) Jeanette reported the Treasurer's Report as follows:

The Operating account balance is \$84,577.81 (less \$21,006.89 in accounts payable and \$41,163.76 in prepaid condo fees). This leaves a positive balance of \$22,407.16. The September Reserve balance was \$792,997.15

- 4) Due to Jeanette's recent surgery, no Property Managers Report was discussed.

- 5) Jeanette provided the following update for the EV Charging Station:

Eric will update the board next week upon return from vacation.

- 6) Jeanette provided the following update on AC installs:

It'll be 4-5 days to install each remaining AC unit. Also, the foam padding still needs to be installed, which will address some of the noise issues.

- 7) The board discussed and voted to approve, with all in favor, on the following:

Window Washing Quote: \$4750 + \$1500 = \$6,250.00

Carport Lighting Quote: \$4242.90

Compactor Room Exterior Door Replacement: The board requested that installer be sure that it is fully waterproof. Jeanette to get other bids due to price quoted by Dirigo.

- 8) The board briefly discussed an owner's request for underlayment approval. The board requested to have the material and specs of the underlayment and will vote on approval at the November meeting.
- 9) The board reviewed and discussed the 2026 budget for approval. The board approved the budget subject to filling in some of the blanks on the reserve budget. Also, it was agreed that the Spectrum rebate would be kept separate.
- 10) Jim Zafirson gave a brief overview of the entryway waterproofing project. McGarvey excavated 1.5 feet, waterproofed, and caulked the joints. The roof is the source of the leak due to sloping. They will lay 2 feet of stone from the building and no mulch will be put in this area. Black edging will separate the stone from any areas with mulch.
- 11) Jim Zafirson briefly updated that a 24 inch grate with a pipe running water away will be installed at the end of the driveway in the middle lot.
- 12) Jim Zafirson provided a brief sprinkler update: We currently have 2 bids and looking to get 1 more. The contractors must meet the code and specs from the engineer. There will most likely be separate bids for demo needed in each unit, along with new sheet rock afterwards.
- 13) The meeting adjourned at approximately 7:00 pm.

Respectfully submitted

Normand Paquin

Secretary