

Minutes

Promenade Towers

Board of Directors Meeting

February 12, 2026

6:30 pm

Directors present: Jim Zafirson, Jim Gwilym, Mark Rockwood, Judy Katzel, Gregg Turley

Excused: Normand Paquin, Kate Jackson

Staff: Jeanette-Haskell-Property Manager

- 1) The meeting was called to order at 6:30 pm.
- 2) The motion to approve the minutes from January 15, 2026 passed, with all in favor.
- 3) Judy Katzel reported the Treasurer's Report as follows:

The Operating account balance was \$77,066.50 as of January 31, 2026. Removing \$462.50 in accounts payable and \$51,238.39 in prepaid condo fees, leaves a positive balance of \$25,365.61.

The January Reserve balance was \$816,906.74.
- 4) No formal manager's report was provided this month.
- 5) **EV Charging Station Update:** Gregg provided a final draft of language for two new signs. The Board made minor modifications and approved the language, so signs can be ordered.
- 6) **AC installations Update:** Jim Zafirson has been talking with Edge Energy to ensure that all AC work done on new installations to date in the building is properly sealed to avoid heat loss. Several new installations will be reviewed and additional insulation will be added as needed. In addition, he will work with this contractor on possibly becoming a "preferred vendor" for all AC work in the

building, securing a competitive rate for AC maintenance, emergency work and new installations.

- 7) **Sprinkler System Update:** Jim Zafirson reported that we have general bids for demo work, pipe and sprinkler installation, finish work and installation of fire alarms. The final piece to secure firm costs will be to conduct an actual installation in one unit, which will allow the contractors to determine accurate pricing based on the experience. Jim will be talking with one unit owner who volunteered their unit, since it has been recently purchased, but is currently empty.

There was additional discussion on whether or not there was value in adding insulation to units at the same time the sprinklers are installed Jim explained for spray foam, all sheetrock would need to be removed, making that option less desirable. Blown insulation can be more easily added to ceilings, which will help and is a better value option.

An owner asked whether we should be concerned about freezing sprinkler pipes in the units given what happened in the lobby. Jim noted that the position of pipes in units is very different than the pipe in the lobby – which was directly exposed to the exterior metal roof, with improperly installed insulation BELOW the pipe, which kept it from receiving warm air from the room and literally trapped it in a cold space.

The sprinkler pipes in the units have little chance of freezing as the ceilings will be warm – thanks to most units having another unit above them -- and heat rises.

- 8) **Community Room Remodel Update:** Mark Rockwood shared that plans are still being developed, and the committee hopes to have a complete proposal – with photos of recommended purchases and pricing – to present to the board next month.

- 9) **Exercise Room Bathroom Refresh:** The board approved a maximum budget of \$2,000 to come from the operating budget and to be used to clean and seal tiles, replace the heating unit, paint walls and ceilings, and provide general improvements to this bathroom.
- 10) **Mid-Month Votes:** Since its last meeting in January, the board unanimously approved two items via email:
- a. Approval of moving from Bowan Engineering to McLean Fire Protection Engineering, for oversight/construction administration services of the Sprinkler Project.
 - b. Approval of the “Community Free for All” event in our community room to be held on February 28th in the Community Room.
- 11) **2027 Property Management Committee:** The board formed a subcommittee consisting of Judy Katzel, Jim Gwilym and Gregg Turley to develop a plan for building managing beginning in 2027.
- 12) **Frozen Pipeline Damage and Repairs:** The board approved \$6,100.00 to be spent for sheet rock replacement and \$1,100.00 for repair/replacement of baseboards in the affected areas. Both these projects will be done by DMC Painting, Remodeling and Flooring and paid from reserves.
- Jeanette is still waiting for invoices from ServePro and Eastern Carpet for their work on the clean-up.
- Two bids were presented for insulation in the lobby ceiling around the affected area. The bids were close in price (AJ Pro Green Insulation w/ 5.5” foam for \$4,400.00 and North East Spray Insulation with 6.5 “ foam for \$4,810.00), and the board directed building management to select the contractor who could schedule the work the quickest.
- Repairs on this project will be tracked in a separate line item for full transparency and accounting. All costs will come from reserves.
- 13) **Towing and Recycle Box Rules Clarifications:** A resident addressed the board whose vehicle had been towed during a snowstorm. The resident objected to

being fined by the association as well as having to pay the towing company. There was discussion around why the charges were separate and how they covered different expenses associated with the consequences of not moving a car as directed during a snow event.

The current requirements – including movement of vehicles when requested and the potential for towing and fines by the association – remain in effect for this and future similar situations, until such time the application of fines is changed by Board vote.

14) **Change of Contractor:** The board voted to approve changing the fire alarm monitoring maintenance contract from Everon to Sprinkler Systems. This will be effective once we receive the reimbursement for work not done in the 24-25 contract year. The contract price from Sprinkler Systems will be around \$1,500 less than Everon.

15) The meeting adjourned at approximately 8 pm.

Respectfully submitted

Normand Paquin

Secretary