

## **PARK TOWERS CONDOMINIUM ASSOCIATION**

9 – 11 Park Street - Norwalk, CT 06851

March 20th, 2019

**Attendees:** Board members: Jeff Bisson, Melanie Loverne, Robert McGregor and Dan Aman Commons Management: Joe Carpentieri, Bill McGarrie  
Absent: Priscilla Garcia

**Opening of meeting:** Jeff called the meeting to order at 7:09PM

**Approval of Minutes:** February minutes were amended and approved

**Open Forum:** No Residents/Owners were in attendance

### **President's Comments:**

- Extermination- The service is included in the common charge fee. All residents are strongly encouraged to participate by placing their schedule magnets outside their doors before 9:00AM on the scheduled day. For the month of February, 16 out of 68 units participated in the service.
- The resident in unit 118 is moving out. The Board will explore the sale of the unit.
- Repairs to unit 108's kitchen cabinet will be made.

### **Management Update:**

- Roof Replacement-
  - There has been some moisture seepage into unit 411. This will be resolved when the roof replacement is completed and repairs will be performed to the unit.

### **Financials:**

- The financial statements of the association as of February 28th, 2018 were received. (The reports are on file.)
- Financials are stable and we are within the budget for the year.
- There is one delinquency, Commons Management has contacted the unit owner.

### **Old Business:**

- Roof replacement by Rick's Main Roofing was put on hold until the Spring:
  - The Board reviewed the engineer reports and is scheduling a meeting with the roofing company and engineer to determine next steps
- An electrician was brought in to change the electrical panel for the garage doors to one circuit breaker per door.
- Replacement walk off mats in the lobby were installed this week

- Items for review in Spring
  - Garage drain testing will be scheduled in the Spring
  - Smoke detector testing will be scheduled, a few dates will be provided to ensure residents can confirm the operation on their smoke alarms.
  - Replacement of carpeting in the Lobby and Garage areas
  - Additional furnishing and decorating of Lobby
  - Replacement lighting in the Garage with LED lights

**New Business:**

- Completion of mailbox tags and unit numbers were completed. The top row has been cleaned, removing tape and residue. The second row will be completed. Residents without nameplate recently submitted their information to be updated.
- A notice went out to all residents regarding pets in the building
- Three standard violation letters were reviewed and approved by the Board.
- The Board is conducting, a request for proposals on Building Management services.
- Commons Management will look into the water stains on the lobby ceiling tiles.
- One recycle bin has been replaced, the new unit has a slide door for convenience.

**Reminders:**

- Residents using the garage doors are encouraged to use the pedestrian (middle door), not the overhead doors when walking outside.
- Minutes are posted on the Park Towers website; at [www.parktowers.net](http://www.parktowers.net) and a copy will continue to be posted on the bulletin boards in the garage and laundry room
- Residents should not leave empty laundry soap containers in the Laundry Room. Empty containers should be taken to the recycle bin in the rear of the building.
- Grocery carts are for convenience; please do not leave them at the garage door entrances, in hallways or stairwells. If you use a cart respectfully put it back in the garage with the others.
- Large boxes and recycle items should be broken down prior to being placed in the recycle bin

**Future dates:**

- Next ABC Exterminating service is April 13th, 9:00AM:, all residents are strongly encouraged to participate by placing their schedule magnets outside their doors before 9:00AM
- Wednesday, April 17th, 7:00PM: PTCA Board meeting will be held at the Norwalk Inn

**Adjournment:**

There being no further business, the meeting adjourned at 8:50 p.m.

Respectfully submitted,

Dan Aman, Secretary

**NEXT MEETING**

The next meeting of the board  
of the Park Towers Condominium Association  
will be at Norwalk Inn

**Wednesday, April 17th, 2019 at 7 PM**

Please, if you plan to attend the meeting,  
Call Commons Management 203-227-9377

**CALL MEETING TO ORDER & OPENING REMARKS**

**OPEN FLOOR**

**APPROVAL OF MINUTES**

**PRESIDENTS COMMENTS**

**MANAGEMENT UPDATE**

**FINANCIAL REPORTS**

**OLD BUSINESS**

**NEW BUSINESS**

**CORRESPONDENCE TO / FROM UNIT OWNERS**

**MISCELLANEOUS**

**ADJOURN**