

**Park Towers Condominium Association Inc.  
Norwalk, CT 06851  
ANNUAL OWNERS' MEETING NOTICE**

September 25, 2019

Dear Unit Owner:

Park Towers Condominium Association, Inc. will hold its Annual Owners' Meeting on **Monday, October 07, 2019** beginning promptly at **7:00 PM** at **The Norwalk Inn – 99 East Avenue - Norwalk, CT 06851**. The purpose of this meeting is to review highlights of the fiscal year 2018-19, present the 2019-20 Budget for ratification, elect Board members to fill three (3) vacancies and any other appropriate business.

The following documents are enclosed with this letter:

1. Meeting Agenda
2. Proxy Form
3. Minutes of the September 24, 2018 Annual Owners' Meeting
4. The proposed 2019/2020 Budget
5. Statement of Amount of Reserves
6. Budget Detail Form
7. Owner Emergency and Contact Information Sheet
8. Imagineers Support Contact Information

At the end of this fiscal year, there will be three (3) vacant seats to be filled on the Board of Directors. Owners will have an opportunity to volunteer their services as Members of the Board at the Annual Owners' Meeting. Candidates will be given a chance to introduce themselves, describe their qualifications and background, and tell us why they wish to run for the position prior to a vote. The vote will follow.

During the meeting, the 2019-2020 Annual Budget approved by the Board will be presented and questions answered before calling for the ratification vote. The budget includes an increase of 3% to monthly common fees and a \$10 per month increase in garage fees both to begin in January of 2020. Payment of fees to fund the annual roofing special assessment of \$22,380 ratified previously will begin effective January of 2020. (According to a 2010 amendment to the Connecticut state statutes, Unit Owners must ratify the community's operating budget. The budget is considered ratified unless a majority of Unit Owners rejects it.)

In order to continue to operate the balanced budget, the Board has authorized that any surplus funds of the association remaining after payment of common operating expenses at the end of each fiscal year shall be placed into the fund balance operating account. Ratification of the budget at our Annual Meeting includes the agreement of Owners to this provision.

We hope you will make every effort to attend our Annual Owners' Meeting. If you cannot appear in person, please remember to assign a proxy to act for you or return the enclosed ballots and proxy to Imagineers on or before the meeting date for the Board Secretary to vote on your behalf.

Regards,  
Board of Directors

The Annual Meeting of the  
Park Towers Condominium Association, Inc. shall be held on:

Monday, October 07, 2019

At

**The Norwalk Inn**  
99 East Avenue  
Norwalk, CT 06851

**Meeting at 7:00 p.m.**

The meeting will follow the Agenda below:

**AGENDA**

1. Welcome
2. Introduction of Board.
3. Calling of the role and certifying the proxies.
4. Proof of notice of meeting, or waiver of notice.
5. Reading and disposal of minutes of preceding meeting.
6. Receiving reports of officers.
7. Election of inspector of election.
8. Election of Directors of the Executive Board  
Elect three (3) members to the Board of Directors to serve two-year terms.
9. Ratification of Budget
10. Unfinished business.
11. New Business
12. Adjournment.

At meetings of the Unit Owners or of the Directors, Roberts' Rules of Order shall be followed.

PARK TOWERS CONDOMINIUM ASSOCIATION

PROXY FORM (Directed Proxy)

2019 Annual Meeting
October 07, 2019

The following is a proxy form for your use if you are unable to attend the 2019 Annual Meeting and direct the proxy designee to vote as directed:

I (we) hereby appoint \_\_\_\_\_, unit \_\_\_\_ as proxy with power of substitution to represent me (us) and vote my (our) proportionate interest in Park Towers Condominium Association, Inc. on all matters which may come before the meeting of unit owners to be held on the October 07, 2019 at The Norwalk Inn which is located on 99 East Avenue, Norwalk, CT at 7:00 p.m., and at any adjournment thereof. Or if you designate "Secretary" in this space \_\_\_\_\_, you may mail your proxy to the address shown below; otherwise, your designated proxy must attend the meeting with this form.

With respect to budget and election of Directors, the Proxy shall vote my (our) interest as specified below:

Operating Budget 2019/2020: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Board of Directors Election: Yes No

1. Jeffery Bisson \_\_\_\_\_

2. Melanie Lovern \_\_\_\_\_

3. Open Seat \_\_\_\_\_

Write in: \_\_\_\_\_ Yes No

Write in: \_\_\_\_\_

Write in: \_\_\_\_\_

Write in: \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to vote on my behalf on business brought before the membership.

Signature of Owner: \_\_\_\_\_ Unit \_\_\_\_\_ Date: \_\_\_\_\_

A unit owner may revoke a proxy given pursuant to this section only by actual notice of revocation to the person presiding over a meeting of the association

Proxies forwarded by mail should be sent to:
PARK TOWERS CONDOMINIUM ASSOCIATION, INC.
C/O IMAGINEERS, L.L.C., 249 WEST STREET, SEYMOUR, CT 06483-2650
Email VLocke@Imagineersllc.com Or fax by October 07, 2019 to: 203-463-3299

**PARK TOWERS CONDOMINIUM ASSOCIATION**

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**PROXY FORM (Undirected Proxy)**

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*2019 Annual Meeting  
October 07, 2019*

*I (we) hereby appoint \_\_\_\_\_ (if not appointed, proxy will be to a board member) as proxy with power of substitution to represent me (us) and vote my (our) proportionate interest in the Park Towers Condominium Association, Inc., on all matters which may come before the Annual Meeting of Unit Owners to be held on the October 07, 2019 at The Norwalk Inn which is located on 99 East Avenue, Norwalk, CT at 7:00 p.m., and at any adjournment thereof.*

*(Note: The Proxy must be signed below by both the unit owner and proxy to be valid.)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Proxy Signature

\_\_\_\_\_  
Unit Co-Owner Signature (if applicable)

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Unit #

*A unit owner may revoke a proxy given pursuant to this section only by actual notice of revocation to the person presiding over a meeting of the association. A person may not cast votes representing more than fifteen per cent of the votes in the association pursuant to undirected proxies*

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With respect to budget and election of Directors, the Proxy shall vote my (our) interest as specified below:

Operating Budget 2019/2020: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Board of Directors Election: Yes No

- 1. Jeffery Bisson
2. Melanie Lovern
3. Open Seat

Write in: \_\_\_\_\_ Yes No
Write in: \_\_\_\_\_
Write in: \_\_\_\_\_
Write in: \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to vote on my behalf on business brought before the membership.

Signature of Owner: \_\_\_\_\_ Unit \_\_\_\_\_ Date: \_\_\_\_\_
A unit owner may revoke a proxy given pursuant to this section only by actual notice of revocation to the person presiding over a meeting of the association

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**PARK TOWERS CONDOMINIUM ASSOCIATION**

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*2019 Annual Meeting  
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*(Note: The Proxy must be signed below by both the unit owner and proxy to be valid.)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Proxy Signature

\_\_\_\_\_  
Unit Co-Owner Signature (if applicable)

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Unit #

*A unit owner may revoke a proxy given pursuant to this section only by actual notice of revocation to the person presiding over a meeting of the association. A person may not cast votes representing more than fifteen per cent of the votes in the association pursuant to undirected proxies*

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*With respect to budget and election of Directors, the Proxy shall vote my (our) interest as specified below:*

*Operating Budget 2019/2020:                    Approve \_\_\_\_\_                    Disapprove \_\_\_\_\_*

<i>Board of Directors Election:</i>	<i>Yes</i>	<i>No</i>
1. Jeffery Bisson	_____	_____
2. Melanie Lovern	_____	_____
3. Open Seat	_____	_____

	<i>Yes</i>	<i>No</i>
<i>Write in: _____</i>	_____	_____
<i>Write in: _____</i>	_____	_____
<i>Write in: _____</i>	_____	_____
<i>Write in: _____</i>	_____	_____

*I hereby authorize \_\_\_\_\_ to vote on my behalf on business brought before the membership.*

*Signature of Owner: \_\_\_\_\_ Unit \_\_\_\_\_ Date: \_\_\_\_\_*

*A unit owner may revoke a proxy given pursuant to this section only by actual notice of revocation to the person presiding over a meeting of the association*

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**PARK TOWERS CONDOMINIUM ASSOCIATION**

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*(Note: The Proxy must be signed below by both the unit owner and proxy to be valid.)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Proxy Signature

\_\_\_\_\_  
Unit Co-Owner Signature (if applicable)

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Unit #

*A unit owner may revoke a proxy given pursuant to this section only by actual notice of revocation to the person presiding over a meeting of the association. A person may not cast votes representing more than fifteen per cent of the votes in the association pursuant to undirected proxies*

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# Park Towers

## Annual Meeting Minutes

September 24<sup>th</sup>, 2018

Called to order @ 7:00 pm

Board members in attendance: Jeff Bisson, Enid Gomez, Melanie Loverne

Absent: Priscilla Garcia and Bob McGregor

### Opening Remarks

Jeff Bisson-Board President, welcomed everyone and mentioned that there were two positions available for elections.

He thanked everyone for their cooperation while we underwent the recent plumbing in issue in the garage.

Jeff provided an explanation of the proxies; he asked all unit owners holding proxies to fill in their forms ahead of time, listing the unit numbers they hold proxies for.

The other board members introduced themselves. Jeff explained how Melanie Loverne came to be on the board. When Joyce Hill resigned upon her move, the Board is entitled per the bylaws the fill a vacant position.

It was commented by a unit owner that the Board should make all owners aware of the vacated position, so all interested parties may make the Board aware of their interest. Jeff Bisson explained that the announcement was made in the monthly minutes. Unit owners should, make their interests made to the Board upon reviewing the monthly minutes.

A unit owner made the comment that after the Annual Meeting should be postponed until all the Board Members are present. Some discussion ensued, a motion was made to continue to the meeting. A vote was put into place, 27 to 2 the association voted to continue the meeting.

### Board Voting

Jeff explained that the two positions up for a vote, first is Enid Gomez the second is Bob McGregor. Enid stated that should another on site unit owner wish to run she would step down. Barbara Sobey, Dan Aman and Enid Gomez self-nominated, since Bob McGregor was unavailable; the Board put his name up for the vote. Barbara reneged her nomination.

Dan Aman and Enid Gomez spoke to the association about their involvement and intentions.

Jeff asked for volunteers to oversee the voting process and validate the process.

Dave Sidel and Mike Valente volunteered. All ballots were submitted.

At the end of the meeting the results were shared. Bob McGregor and Dan Aman were voted onto the Board.

### **Financial Review**

- Jeff reviewed the balance sheet, explaining that the association was in good shape. He reviewed that \$174,000, was the loan for the roofing project.
- The annual budget sheets, were distributed with the minutes. At this time there is no need for an increase in common charges.

### **Old Business**

- Roofing Project
  - Jeff explained the assessment, noting that the payment notifications will be sent to unit owners upon the projects' initiation.
  - Start date is projected for October 15<sup>th</sup>, it is estimated to take two weeks
  - The more temperature concerning aspects of the project will take place in the early stages therefore there were no concerns.
- Solar panels
  - Discussion surrounding the installation of solar panels perused, Jeff explained that the ratio of installation far exceeded the cost savings. The Board did not pursue this further.

### **Outside Common Areas**

- The Board has researched the leveling of the sitting area in front of the building, they postponed this work till spring.
- The large tree next to the sitting area will be removed
- Trees along the front of the building inset with the hedges will be removed within the next few weeks. New planting will be completed in the spring.

### **Open Forum**

- Unit owners questioned why it takes so long for common charges to be cashed. Jeff differed to Commons Management. Joe stated that he collects from the building two times a week and their accountant reviews them once a week. If the accountant

receives singular common charge payments, she will hold them till she has acquired a few then deposit them.

- Discussion pursued about unit owners being able to have direct deposit; a monthly withdrawal from their checking accounts or a credit card charge. This eliminates the Accountant holding checks. The Board will review this at a later time as an option.
- It was expressed that communication from the board as it relates to incidents in the building be communicated sooner so the Board members and Commons Management do not receive numerous calls to report issues. Jeff explained they will work on posting signage, in addition the Board is requesting that unit owners share and e-mail address and cell phone number with the Board so they may communicate. Jeff also discussed the use of the Park Towers website ([www.parktowers.net](http://www.parktowers.net)) as a potential option.
- The Lobby door is not closing properly, Commons Management will have it looked at.
- There was a request made for the Board to look at the possibility to have a key pad installed at the single door of the garage. This could be used an alternative when the lobby door access panel is out of order.
- The lock of the Park Towers street door is not operating properly, Jeff requested Commons Management follow up with the locksmith.

A nomination was made to adjourn, followed by a second motion. A unanimous vote was received.

Meeting adjourned at 8:27 PM

**Budget Summary Report**  
**Park Towers Condominium Association, Inc.**  
**Park Towers Budget 2019-2020 REV**

	<b>2020 Budget</b>
<b>Association Fee Income</b>	
4100 - Association Fee Income	141,469.92
<b>Total Association Fee Income</b>	<b>141,469.92</b>
<b>Special Assessment Income</b>	
4200 - Special Assessment Fee Income	22,380.00
<b>Total Special Assessment Income</b>	<b>22,380.00</b>
<b>Income Charged by Unit</b>	
4300 - Late Fee Income	0.00
4311 - Garage Parking Fee/Spaces	22,560.00
4312 - Rental Income Assoc. Owned Units	27,300.00
<b>Total Income Charged by Unit</b>	<b>49,860.00</b>
<b>Other Income Assoc Level</b>	
4402 - Laundry Income	8,000.00
<b>Total Other Income Assoc Level</b>	<b>8,000.00</b>
<b>Interest/Reserve Income</b>	
4502 - Interest Income Reserves	0.00
<b>Total Interest/Reserve Income</b>	<b>0.00</b>
<b>Total Park Towers Condominium Associ Income</b>	<b>221,709.92</b>
<b>Professional Fees</b>	
5100 - Management Fee	20,000.00
5101 - Legal Fees	6,000.00
5102 - Accounting Fees	3,500.00
5103 - Professional/Engineering	0.00
<b>Total Professional Fees</b>	<b>29,500.00</b>
<b>Utilities</b>	
5200 - Electricity	19,000.00
5206 - Water	8,000.00
5210 - Trash Removal	9,000.00
5211 - Telephone	1,000.00
<b>Total Utilities</b>	<b>37,000.00</b>
<b>Administrative</b>	
5300 - Office/Printing	2,000.00
5301 - T&E & Miscellaneous	0.00
<b>Total Administrative</b>	<b>2,000.00</b>
<b>Insurance</b>	
5400 - Master Insurance Policy	21,000.00
<b>Total Insurance</b>	<b>21,000.00</b>
<b>Grounds Maintenance</b>	
5600 - Landscaping/Snow	14,000.00
<b>Total Grounds Maintenance</b>	<b>14,000.00</b>
<b>Maintenance &amp; Repairs</b>	
5800 - Janitorial	22,000.00
5803 - Pest Control	1,500.00
5809 - Elevator Maintenance And Repair	5,000.00
5815 - Security	2,200.00
5900 - Building Maintenance	17,104.28

**Budget Summary Report**  
**Park Towers Condominium Association, Inc.**  
**Park Towers Budget 2019-2020 REV**

	<b>2020 Budget</b>
<b>Maintenance &amp; Repairs</b>	
5912 - Fire Prevention Monitoring	1,200.00
5999 - Rental Unit Expense	10,000.00
<b>Total Maintenance &amp; Repairs</b>	<b>59,004.28</b>
<b>Reserves and Miscellaneous</b>	
6100 - Loan Interest	25,797.00
6102 - Association Income Tax	4,000.00
6103 - Personal Property Tax	6,800.00
6105 - Contribution To Reserves General	18,000.00
6123 - Loss from Association Owned Units	4,608.64
<b>Total Reserves and Miscellaneous</b>	<b>59,205.64</b>
<b>Capital Improvements</b>	
7202 - Roofing	0.00
<b>Total Capital Improvements</b>	<b>0.00</b>
<b>Total Park Towers Condominium Associ Expense</b>	<b>221,709.92</b>
<b>Total Association Net Income / (Loss)</b>	<b>0.00</b>

# PARK TOWERS ASSOCIATION, INC.

## Statement of Amount of Reserves

As of August 31, 2018

<b>Capital Reserve Total as of 8/31/2018</b>	<b>Balance</b>
Webster Money Market Account	\$52,000.00
Any funds listed as being Owed to Reserves	\$0.00
<b>Total Non Operating Cash as of August 31, 2018</b>	<b>\$52,000.00</b>

<b>2019/2020 Budgeted Capital Contributions</b>	<b>Total</b>
2019/2020 Contributions - Reserve Funding	\$18,000.00
<b>Total 2020 Budgeted Capital Contributions</b>	<b>\$18,000.00</b>

<b>Net Projected Non Operating Cash Total as of 05/31/2018</b>	<b>\$70,000.00</b>
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### Statement of the Basis of Calculation

The Association has not yet prepared a formal capital reserve plan. A capital reserve plan is a report that helps to identify capital items that will require replacement. The plan projects when the capital component is projected to require replacement and includes the projected replacement cost for the capital items. Most plans also indicate the Association's plan to fund the expenses. Contributions to reserves are placed in general reserve cash accounts for purposes of funding future capital expenses, including but not limited to, roadway replacement, roof replacement, sidewalk replacement, siding replacement, and other capital components.

# PARK TOWERS CONDOMINIUM ASSOCIATION

## Budget Detail 2019- 2020 Operating Budget

### Income Accounts

**Association Fee Income:** Income generated from the payment of monthly common fees by unit owners is represented in this income line item. The rates paid by each style unit are indicated in the spreadsheet labeled "Common Fee Schedule".

**Special Assessment:** The budget includes a special assessment to help fund current and future capital projects not limited to roofing. The rates paid by each unit are based on each unit's percentage of interest. The assessment may be paid in equal monthly installments. As with any fee, unit owners may pay the amount in full if they would prefer.

**Late Fee Income:** It is the hope of the Board that homeowners will pay their monthly fees in a timely matter and, historically, this has been the case. The Board, therefore, does not count on late fee income to fund budget expenses. Late fee income which is generated throughout the year is obviously an asset of the Association and is available to cover expenses or to be placed in reserves at the discretion of the Board.

**Garage Fee Income:** Income generated from the payment of monthly garage fees by unit owners that have a reserved space is represented in this income line item.

**Rental Fee Income:** The Association generates income from the rental properties Park Towers owns.

### Expense Accounts

#### **Professional Fees**

**Management:** Funds paid to Imagineers, L.L.C. to perform management services based on the management agreement are accounted for in this expense account. Many of the administrative, postage and mailing costs are included in the contract.

**Legal Fees:** The Association from time to time has the need to seek legal advice from the Association's attorney.

**Accounting Fees:** On an annual basis, the Association retains the services of an accountant to prepare the required state and federal tax returns. The Association typically files an 1120H return.

#### **Utilities**

**Electricity:** This covers the cost of outside lighting.

**Water:** To ensure a properly functioning sewage disposal system and to meet local and state guidelines. These costs are accounted for in this expense line item.

**Trash Removal:** This covers the weekly trash and recycling expenses.

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### **Administrative**

**Office/Printing:** The management agreement with Imagineers provides for routine mailing and postage costs. Items that would be included in this line are mass mailings not related to the everyday running of the Association.

### **Insurance**

**Insurance:** The Association maintains a master insurance policy, a directors and officers liability policy and a bonding to protect the Association's cash assets. The policy parameters are based on the requirements of both the condominium association and Connecticut State law.

### **Grounds Maintenance**

**Landscape/Snow Removal:** The Association has a contract to provide snow plowing services for the snow season. Services include the removal of snow and treatment of frozen precipitation on roadways and driveways. This line item also accounts for expenses incurred in the regular maintenance of the landscaping at Park Towers Condominium Association. Services include regular lawn mowing, weeding, edging, trimming, spring cleanup, fall clean up and pruning of ornamental shrubs.

### **Maintenance & Repairs**

**Janitorial:** This line item covers the cost of routine cleaning service.

**Exterminator / Pest Control:** The Association incurs expense during the year addressing routine service.

**Elevator Maintenance and Repair:** Expense associated with elevator monitoring and maintenance.

**Security Systems:** Expense associated with security monitoring

**Building Maintenance:** This line item covers the cost of routine maintenance to address a majority of homeowner's needs as they relate to repair of the common structural components of the community.

**Fire Protection:** This line item covers cost of annual fire and safety inspections.

### **Reserve & Miscellaneous**

**Contribution to Reserves General:** Annually the Association places funds aside to address future capital replacement costs. The amount budgeted this year is what the Board anticipates will be available to place in the Park Towers Condominium Association segregated reserve accounts. These continued savings will, at a minimum, lessen the members' financial contribution at the time of the major repair.

**Loan Interest – Simsbury:** This is principal and interest from the roof loan.





# INFORMATION SHEET – PARK TOWERS CONDOMINIUM ASSOCIATION, INC.

**Unit Address:** \_\_\_\_\_  
Street City Zip Code

**Unit Owner 1:** \_\_\_\_\_  
Name Email  
\_\_\_\_\_ Home # Mobile # Work #

Name and number of person other than yourself to contact in case of emergency who has a key to home:

\_\_\_\_\_  
Name Relationship Home # Mobile # Work #

**Unit Owner 2:** \_\_\_\_\_  
Name Email  
\_\_\_\_\_ Home # Mobile # Work #

Name and number of person other than yourself to contact in case of emergency who has a key to home:

\_\_\_\_\_  
Name Relationship Home # Mobile # Work #

*Do you reside in your unit? \_\_\_\_\_ . If not, please note your mailing address below as well as the name and contact information of all of your tenants. If you need additional space, use the back of this sheet.*

**Offsite Owner Address:** \_\_\_\_\_  
Street City, State Zip Code

**Tenants:** \_\_\_\_\_  
Name Email  
\_\_\_\_\_ Home # Mobile # Work #

**Vehicles:** Year      Make      Model      Color      State      License Plate

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**Pets:** Please list below. Include kind of pet, breed, description, and ID number.

1. \_\_\_\_\_  
2. \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Park Towers Condominium Association

### PROPERTY MANAGEMENT COMPANY – IMAGINEERS, LLC:

#### *Support Team and Contact Information*

- Phone: (203) 663-1447
- Property Manager: Jennifer Zupancic
- Property Assistant: Vicky Locke, [VLocke@imagineersllc.com](mailto:VLocke@imagineersllc.com)
- Press 1 for Accounting Support Staff – Sazida Bulsara or by email at [sbulsara@imagineersllc.com](mailto:sbulsara@imagineersllc.com)
- Press 2 for Resale Information or direct 24 hour access at [www.homewisedocs.com](http://www.homewisedocs.com)
- Press 3 for Property Related or General Assistance
- Press 4 for Main Telephone Receptionist or afterhours emergencies

*Website – Create an Account:* <http://www.imagineersllc.com/>

What you can find online:

- Manage your Association Account
- View Updated and Past Association Documents
- Calendar & Events
- Complete listing of Rules and other seasonal documents
- Request for Condo Questionnaire, Resale Documents/Insurance

#### *Directions For Accessing Web Portal*

Imagineers welcomes owners to login into the new community portal if you haven't done so already. Go to [www.imagineersllc.com](http://www.imagineersllc.com) and on the link "click here to login in". This will redirect you to the Pitera website where you may login or request login access.

*To order a Master Policy Condominium Certificate of Insurance:* Your lender required insurance certificate may be obtained on the web at [www.peoples.com](http://www.peoples.com) or if you prefer, you may fax your request for certificate to 844-806-9617