

## **PARK TOWERS CONDOMINIUM ASSOCIATION**

9 – 11 Park Street - Norwalk, CT 06851

January 28th, 2019

**Attendees:** Board members: Jeff Bisson, Priscilla Garcia, Melanie Loverne, Robert McGregor and Dan Aman

Commons Management: Joe Carpentieri, Bill McGarrie

Owner(s): Ramon Bentley of unit 111 attended for observation purposes

**Opening of meeting:** Jeff called the meeting to order at 7:06PM

**Approval of Minutes:** December minutes were approved

**Open Forum:** No Additional Residents were in attendance

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

- Extermination- The services are 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 January, 19 out of 68 units participated in the service; an increase from last month.
- The Christmas Tree and Menorah were disassembled and removed from the Lobby
- Fire Alarm system was checked for standard maintenance
- January 14th the Board held a Resident Meeting in the Lobby. Eight attendees were present, topics discussed were as follows:
  - Our Parking lot is used by doctor's office next door; PTCA has a neighborly relationship with the office, patients/ staff using our parking lot during business hours, does not affect our parking. Therefore, no action to be taken at this time.
  - Resident's should be aware there is a reset button for unit Fire Alarms on each floor, next to the utility closet. Residents may reset **their own** unit for non-emergency events, residents should NOT reset for other units when alarms are sounding,
  - Noise in common areas during early/late hours- Residents are reminded to be respectful of all residents when in common areas (i.e. Parking Lot) and to keep noise levels to a minimum during late night/early morning hours.
  - Mailboxes- new nameplates have been installed to identify them. Should residents/ owners need name plates changed, they should contact Commons Management.
  - Exterminating- residents/ owners are reminded that this service is at no additional charge and all residents are encouraged to use this service monthly.

- Recycling bins- unit owners inquired if a bin similar to the trash bin could be installed, so residents could access the bin using a sliding door. The current bins are tall and the doors are difficult for some residents to lift. The Board, is looking into this with Commons Management.
- A deep cleaning of the garage- the Board will review this come Spring, residents will be notified in advance.
- Painting of common areas- The Board is working to have the walls in common areas touched up. The Board is looking into the option of a Handyman to perform duties throughout the building for minor repairs.

### **Financials:**

- The financial statements of the association as of December 31, 2018 were received. (The reports are on file.)
- Financials are stable and we are within the approved budget for the year.
- There are no current delinquencies.

### **Old Business:**

- Roof replacement by Rick's Main Roofing has been put on hold until the Spring:
  - Dumpster, portapotty and chute were removed
  - Engineer report was received and the Board will review it and meet with the roofing company to determine next steps
- The new garage doors were installed. The Board appreciates the resident's patience as we underwent the installation process. We ask residents to limit the use of the rollup doors to cars only. Use of the middle pedestrian door is encouraged for residents entering or exiting the garage, this will extend the life of the doors.
- 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 walk off mats in the lobby will be ordered, there was a delay with the current company

### **New Business:**

- New chairs were placed in the Lobby area; the Board is looking at additional updates for the Lobby.
- Replacement of the carpeting outside the Laundry Room is being quoted,

### **Reminders:**

- Shopping carts should not be left in hallways or stairwells overnight; this is a fire/safety hazard to all residents. Additionally carts should not be left by the garage doors, residents should return the carts back to the area adjacent to the bike rack when done using them.

- Residents with dogs are encouraged to review the policy on Pets in the rules/bylaws. Residents are reminded:
  - All Pets must be leashed while in/ on common areas
  - Dog walking on common property is prohibited. This includes; the parking lot, picnic area, grass island between doctor's office and parking lot, Park Street Entrance, and the backside of the building.
  - Pet owners are strongly encouraged to use the Park Street entrance to exit the building, use of the lobby is discouraged.
- Minutes will also be 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 board in the garage and laundry room
- Residents are reminded that use of the fire escape is prohibited, unless in the event of an emergency, violators will be fined.
- Leaving unwanted mail in the lobby is prohibited, residents should dispose of unwanted mail appropriately.
- **Future dates:**
  - February 9th, 9:00AM: ABC Exterminating service, all residents are strongly encouraged to participate by placing their schedule magnets outside their doors before 9:00AM
  - Tuesday, February 12th, 7:00PM: PTCA Board meeting location TBD

**Adjournment:**

There being no further business, the meeting adjourned at 8:56 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

**Tuesday, February 12th, 2019 at 7 PM**

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

**AGENDA**

**PUBLIC COMMENT**

**CALL MEETING TO ORDER & OPENING REMARKS**

**FINANCIAL REPORTS**

**OLD BUSINESS**

**NEW BUSINESS**

**REVIEW OF FUTURE PROJECTS**

**MISCELLANEOUS**

**ADJOURN**