

Directors Meeting Minutes

Promenade Towers

July 16, 2015

Directors present: Gunnel Hansen, Leonard Ney, John Rastl, Margie Thomsen and Jim Zafirson

Directors absent: Dave Mathieu

1. The meeting was called to order in the Community Room at approximately 7:00 PM.

2. The meeting minutes from June 18, 2015 were approved as written.

3. Treasurer's Report. John Rastl presented a summary of our income and expenses through June. We have an approximate \$25,000 balance with CMP and will start paying \$1,400 more per month in August which should bring our balance within \$2,000 by end of year. Overall, Mr. Rastl expects our end of year situation to be \$8,000 to \$10,000 over our planned budget mostly due to cold weather (electricity) and excess snow removal/plowings. The Operating account balance was \$25,872 and our Reserve balance was \$844,197 as of June 30, 2015. Two owners are over 60-days in arrears with the total owed of approximately \$1,900.

4. Unfinished business:

a. Elevator electronics modernization project. Mr. Rastl said we received two bids for this project; one from Pine State Elevator the company that currently maintains our elevators, and the other from Otis Elevator. One of the bids is significantly higher in price and discussions will be held next week to understand the difference and/or revise the bid. Many questions need to be answered as we review both bids and make our selection. Both proposals also include long-term maintenance contracts.

b. Mark Rockwood reported that he has bids from two companies to conduct measurements of our rooftop cell phone antennas' radio frequency emissions. The scope was revised to include only the living spaces/decks closest to the antennas which is our primary concern. The plan is to survey the antenna types and locations so a calculation of worst possible exposure can be made along with actual measurements from the seven selected locations. *A motion was made, seconded and approved to contract with C Squared Systems of Auburn, NH to complete this work at a cost of \$1,050.*

c. Mid-month decisions made by unanimous emails were confirmed:

- Decision to purchase a fourth bicycle rack - 6/21/15
- Decision to not approve a request to use Community Room - 6/25/15
- Agreement on design plan for renovation of wood mail cubbies - 7/5/15

5. New business:

a. Len Ney suggested we should have an outside electrical outlet added near the car wash area at the northeast end of Building 1. This would be a convenience to residents who want to

vacuum their car's interior. Jim Zafirson asked him to get us a quote from Brian's Plumbing and Electric.

b. Property Manager report. David deBree introduced himself as our new Property Manager to residents he hadn't yet met. He reported that 17 units had their windows cleaned this week.

c. Pool Rules needed revision because we have changed to a locking gate instead of a padlock. Discussion of this section resulted in approval of the following three changes:

1. Pool hours – 6:00 AM to 10:00 PM

4. Pool gates must be closed and latched at all times for safety reasons.

7. Access is limited to owners, residents and house guests in residence. Casual visitors are permitted when their hosts are on the property. The number of guests is limited to six per unit.

All other sections of the Pool Rules are unchanged.

d. Deck cleaning. It was noted that all the second level decks have been cleaned and look good except one. Mr. deBree will contact the owner of this unit and request his deck be cleaned.

e. Parking in handicapped spaces. An owner complained about people parking their cars (without handicapped permit or license) in the reserved handicapped spots and asked what should be done next time it is observed. Mr. Zafirson asked that anyone seeing this situation should call the Property Manager with date, time and license number if possible. The Property Manager will determine whether the car is to be towed or a fine recommended.

6. The meeting was adjourned at approximately 7:35 PM.



John M. Rastl
Secretary