

Directors Meeting Minutes

Promenade Towers

July 21, 2016

Directors present: Gunnel Hansen, Megan Ladd, Dave Mathieu, Leonard Ney, John Rastl and Jim Zafirson

Directors absent: Mark Rockwood

- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from June 16, 2016 were approved as written.
- 3) Treasurer's Report: John Rastl presented a summary of our income and expenses through June.
 - The Operating account balance was \$48,295 and Reserve balance was \$679,150 as of June 30, 2016.
- 4) Unfinished Business:
 - Roof – Jim Zafirson presented more information on the replacement of the Building 2 roof. Saco Roofing has been awarded the contract and it is hoped the project will begin at the end of August. The existing roof will be stripped to the concrete. The insulation will be replaced and the top layer will be Duro-Last®.
 - Elevator – State Inspection was done on July 12th and 13th. No major issues. Some minor items need to be corrected.
 - T-Mobile – 3 new antennas were installed and 1 was removed.
 - Mid-month decision – The approval of the Building 2 roof replacement proposal during the month was confirmed.
- 5) New Business:
 - Kick plates – Mr. Rastl recommended we get kick plates for the doors in the Common Areas. He suggested stainless steel. The Board approved both items. 16 kick plates will be ordered at an estimated price of \$1082.
 - Carpet - Mr. Rastl proposed the carpets in the elevator and vestibules be replaced. The Board approved moving ahead with getting measurements and estimates for this project.
 - USM no longer wishes to use the antenna they are leasing. MPBN would like to use the dormant antenna. A lease has been drafted which Mark Rockwood will present to MPBN.
 - An unknown company (probably WGME or MPBN) installed a microwave dish on the roof. This was done without the knowledge or consent of the Board. Mr. Rockwood will determine and contact the company responsible. At the very least, the Board would like the dish painted so that it is not so conspicuous.
- 6) Property Manager report:
 - There was 1 move-in and 1 move-out
 - Eastern Carpet cleaned the Common Areas.
 - Portland Glass replaced a window in the Elevator Room.
 - A smoker's outpost was added at the end of Building 2.
 - A loud AC unit was reported in Building 1. Dave deBree will notify the owners and request the AC unit be serviced.

- 7) Addendum – The Board would like to thank the Social Committee members and volunteers for organizing and hosting the annual Summer Party. Their efforts are greatly appreciated and the event was well received.
- 8) Meeting was adjourned at 7:48 PM.

A handwritten signature in black ink, appearing to read "Megan H. Ladd". The signature is written in a cursive style with a large initial 'M'.

Megan H. Ladd
Secretary