

Directors Meeting Minutes

Promenade Towers

October 20, 2016

Directors present: Megan Ladd, Dave Mathieu, Leonard Ney, John Rastl, Mark Rockwood and Frank Walsh

Directors absent: Jim Zafirson

- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from August 18, 2016 were approved as written.
- 3) The draft of the minutes from the Annual Meeting held on September 14, 2016 were approved as written. A copy will be posted to the website.
- 4) Treasurer's Report: John Rastl presented a summary of our income and expenses through September.
 - The Operating account balance was \$45,907 and Reserve balance was \$626,367 as of September 30, 2016.
- 5) Unfinished Business:
 - Verizon rooftop lease proposal – Mr. Rastl told the Board there is still some negotiation being done on the drawings. Items of note include:
 - 4 Sets of 4 Antennas –
 1. 2 sets on the 4th floor connector. These will have a shroud so as to be less visible.
 2. 1 set on each of the stairwells
 - The cabinets on the lower roof of Building 1 will be on a raised platform.
 - MPBN rooftop antenna – Mr. Rastl informed the Board of the following proposed changes –
 - A bigger transmitter is required which necessitates the addition of a 220V line.
 - 2 TV sized sending antennas will replace the existing larger antenna
 - The receiving antenna will be mounted to the wall

These changes were approved.

 - Carpets – Mr. Rastl proposed replacing the carpeting in the in the elevators and entry vestibules at a cost of \$2596. There is no scheduled start date at this time. The proposal was approved
- 6) New Business:
 - Incident – Mr. Rastl reviewed the details of an incident which occurred on August 27, 2016. The affected unit owner had been invited to the meeting but did not appear. The Board decided to fine the unit owner \$100. David deBree will notify the owner of the Board's decision and will also relay that subsequent episodes will be subject to escalating fines.
 - Portland Housing Safety Office – As of this year, owners who rent out their units must register these units with the city. The cost is \$35 and the unit must be registered every year. Failure to do so will result in fines of \$100 per day.
 - The Board agreed to combine the November and December Board meetings. The date for the combined meeting will be December 8, 2016.
 - Budget for 2017 – Mr. Rastl presented the proposed budget for 2017. The budget was approved and adopted. Unit owners will receive a copy of the budget within 30 days.

- Air conditioning service issues – The AC compressor in one of the units is not working. Mr. deBree stated he had difficulty getting a response from HVAC Service so he contacted two other companies, Mechanical Services and Gelinas HVAC. Representatives from each provided estimates on replacing the compressor. The Mechanical Services engineer mentioned the possibility of adding heat pump capability to existing AC units. More research is being done on this.
- Outside lighting – Mr. Rastl advanced the idea that the High Pressure Sodium lights used in the outdoor lighting be replaced with LED lighting. The Board agreed to explore the proposal further.
- Elevator Car Lights – Mr. Rastl suggested the lighting in the elevator cars be upgraded/improved. The Board agreed with the proposal to investigate this further.

7) Property Manager report:

- Mr. deBree reported finding varying degrees of trash left by trespassers in the upper parking lot. The police were notified and have increased their patrolling of the area.
- The fire pump was tested. No issues were reported.
- The pool was closed on October 19th.
- Fitness Room – Two pieces of equipment, a nautilus machine and a treadmill required repair.
- Reflections Cleaning Services cleaned the carport roofs across from the front and service entrances.
- The fireplace pilot light is not staying lit. A service call is being scheduled.
- Office hours will be changed to Tuesday from 8:00 to 12:00 and Thursday 12:00 to 4:00.

8) Meeting was adjourned at 8:34 PM.



Megan H. Ladd
Secretary