

Directors Meeting Minutes
Promenade Towers
May 18, 2017

Directors present: Megan Ladd, Dave Mathieu, 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 April 20, 2017 were approved as written.
- 3) Treasurer's Report:
 - John Rastl presented a summary of our income and expenses through April. The Operating account balance was \$43,983 and the Reserve balance was \$639,255 as of April 30, 2017.
- 4) Unfinished Business:
 - Front Entrance Camera – The part needed to make the camera viewable on TV should arrive next week.
 - Light poles by pool – We are in the process of getting an estimate and scheduling the work needed to straighten the lights by the pool.
- 5) New Business:
 - Deck cleaning – Dave deBree will notify the owners of units with pool-side upper level decks they can have their decks cleaned for \$100 (cleaning the deck oneself is also an option). Decks which are deemed unsightly/overly dirty have until June 15 to have them cleaned. After that arrangements will be made to have the offending decks cleaned at the unit owner's expense.
 - Security cameras – Mr. Rastl reported issues with the security camera system starting to crash more frequently. The older analog cameras are suspected to be the reason for this. He proposed the 10 existing analog cameras be replaced with digital cameras by Digital Sky at a cost of \$7982. After further discussion, this proposal was expanded to include another digital camera be installed on the pool shed. The proposal was approved.
 - Hallway painting – The narrow portion of many of the hallways is in need of fresh paint. The initial estimate from Stephen Schools and Company seemed too high. Mr. Rastl suggested we have a single hallway painted at an hourly rate to start and then use the cost of this as the basis for determining the price for the remaining hallways. This was accepted. The first hallway to be painted will be on the fifth floor in Building 2.
- 6) Property Manager report:
 - Roof replacement – Work continues on the Building 1 and stairwells roof replacement. The project is on schedule and is expected to finish within a week or so (weather permitting).
 - EIFS cleaning and repair – Reflections cleaned the mold on the EIFS. The cost was \$360. Kennebec Drywall gave an estimate of \$1350 to cut out and replace the existing bad section of the EIFS. There is currently no scheduled start date for this project.
 - Water drain leak – A cast iron pipe on level 3 cracked and caused leaking. Brian's Plumbing and Electric replaced the pipe and improved the pitch of the pipe run. The cost was \$622. The area where the work was done still needs to be sheetrocked.

- Pool – The pool deck is scheduled to be power washed on 5/19/17 and the pool furniture will be put out shortly after that. The pool heater will be turned on when the night time temperature remains at least 50 degrees.
- A/C Maintenance – Mechanical Services provided an estimate for annual maintenance of unit air conditioner. Mr. deBree felt their estimate was too high and will see if a better price can be found (either from Mechanical Services or another vendor).
- Carpet Cleaning – Eastern Carpet cleaned the Building 2 fifth floor hallway carpet in the hopes of eliminating marks left by furniture being dragged. There was no noticeable improvement in appearance. The cost of \$150 was charged to the unit owner.
- Trash Chute – The trash chute will be unavailable for approximately two hours on 5/19/17 as it will be being cleaned. The trash chute doors will be taped shut and signage will be posted to ensure the safety of the personnel doing the maintenance.

7) Meeting was adjourned at 7:40 PM.



Megan H. Ladd
Secretary