

**Directors Meeting Minutes**  
**Promenade Towers**  
**June 15, 2017**

Directors present: Megan Ladd, Dave Mathieu, John Rastl, Mark Rockwood and Jim Zafirson

Directors absent: Frank Walsh

- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from May 18, 2017 were approved as written.
- 3) Treasurer's Report:
  - John Rastl presented a summary of our income and expenses through May. The Operating account balance was \$40,180 and the Reserve balance was \$589,045 as of May31, 2017.
- 4) Unfinished Business:
  - Light poles by pool – GLB Construction was able to straighten the poles with less effort than anticipated. The tilting was due to frost and did not require replacing the bases. Cost was \$375. They recommended checking the poles on an annual basis.
  - Front Entrance camera – The new equipment is in place and is functional. Digital Sky is working with Spectrum to find an available TV channel.
  - Security camera replacement – Digital Sky replaced 10 analog cameras with digital models and also installed a digital camera by the pool. There have been no freezes or crashes since the installation so this solution appears to have resolved the system problems.
  - Deck cleaning – 3 Unit owners have been notified their decks are being scheduled to be cleaned. Dave deBree is coordinating this process.
  - Hallway painting – Steven Schools and Company will be painting the 5<sup>th</sup> floor hallway in Building 2 during the week of July 5<sup>th</sup>. The remaining hallways will be painted following the completion of this job. The current estimate for all the hallways is between \$5600 and \$7700.
  - Carpet replacement – The carpeting in the vestibules and elevators is scheduled to be replaced June 28<sup>th</sup> and 29<sup>th</sup>. Paul G. White is doing the work.
- 5) New Business:
  - Improper disposal – Mr. Rastl reported finding used motor oil and an oil filter in the recycle bin. By reviewing the security tapes, he was able to determine who had put it there. A potential fine was discussed. Mr. deBree will contact the Unit owner and ask them to respond either at the next Board Meeting or via letter. He will also contact Troiano Waste Services to see if it is possible to have the recycle bin more clearly distinguished from that of the regular trash bin (e.g. possibly painting the bin and/or lid blue).

6) Property Manager report:

- Roof replacement – Work continues on the stairwells and elevator shafts in Building 1. Work on Building 2 is schedule to begin on 6/19 and last 3 days. It is estimated all equipment will be removed by 6/23.
- EIFS repair below Unit #115 – Kennebec Drywall is scheduled to do this work on 6/19.
- Pool heater – The existing heater had an ignition failure and was replaced with a new heater at no cost to the association. Some venting work still needs to be completed.
- Annual A/C service – HVAC Services will be doing annual A/C service maintenance in approximately 23 units. This is scheduled for 6/20 through 6/23.
- Pool Gate – There is an issue with the front pool gate whereby it does not close properly. Jason Burns installed 2 additional hinges in the hopes of making the gate self-close correctly. It is not yet known if this solution worked. If it does not, a hydraulic closer may be required.

7) Meeting was adjourned at 7:44 PM.



Megan H. Ladd  
Secretary