

Directors Meeting Minutes
Promenade Towers
July 20, 2017

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

Directors absent: None

- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from June 15, 2017 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 \$40,384 and the Reserve balance was \$530,414 as of June 30, 2017.
- 4) Unfinished Business:
 - Hallway painting – Steven Schools and Company painted the 5th floor hallway in Building 2 and prepped the 5th floor hallway in Building 1 today. After completion of this, they submitted a revised bid of \$4500 which was approved by the Board. The job will continue until all remaining hallways are painted.
 - Carpet replacement – Replacement of the carpeting in the entry vestibules was completed by Paul G. White last week.
 - Security camera replacement – New cameras are installed and functioning as hoped. There have been no freezes or crashes since the installation. Digital Sky is still working with Spectrum on the issue of having the main lobby camera available on a TV channel.
 - Incident Review – The resident responsible for the improper disposal of motor oil and an oil filter in the recycling bin sent a letter of apology to the Board. Further action on this incident was not deemed necessary but the Board will continue to look into ways to more clearly mark the recycling bin. Mark Rockwood offered to create mock-ups of potential solutions/approaches.
- 5) New Business:
 - Incident Review – A new resident improperly disposed of cardboard boxes and a comforter in the trash chute. This caused a blockage which had to be cleared manually. The unit owner apologized for this infraction and no further action was deemed necessary. David deBree will contact the unit owner and let them know it is their responsibility to inform renters (current or subsequent) of the rules and regulations. Future incidents may incur a fine to the owner. This policy applies to all owners who rent their units.
- 6) Property Manager report:
 - Roof replacement –
 - Work on the Building 1 roof and the stairwells was completed last week.
 - A Duro-Last representative completed their inspection of the installed work and has provided warranty information.
 - Mr. deBree will contact Saco Roofing to inquire as to the cost of an inspection after (future) cell tower work is done. The cell tower companies will be responsible for paying the cost of these inspections.
 - EIFS repair below Unit #115 – Kennebec Drywall completed the work at a cost of \$1350. Damage was all surface level and did not penetrate the insulations.

- Deck cleaning – 1 deck remains to be cleaned and is scheduled for next week.
- Common area cleaning:
 - Window – Reflections completed this work on 7/5 at a cost of \$475.
 - Carpet and Tile – Eastern Carpet is scheduled to steam clean the carpet and tile on 7/24.
- Pool
 - Front Gate – The spring hinges were augmented with a hydraulic closer. The new closer has fixed the issue of the door not closing properly.
 - Heater – Venting work associated with the installation of the new heater was completed. The cost was \$1100. Some repair is still needed on the pool house roof.

7) Meeting was adjourned at 7:44 PM.



Megan H. Ladd
Secretary