

Directors Meeting Minutes
Promenade Towers
May 17, 2018

Directors present: Nick Ciciretti, Andy Glassberg, Megan Ladd, Dave Mathieu, John Rastl, Mark Rockwood 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 April 19, 2018 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 \$39,354 and the Reserve balance was \$644,788 as of April 30, 2018.
- 4) Unfinished Business:
 - Smoke-free Declaration Amendment – Mr. Rastl distributed a draft of the Non-smoking Declaration Amendment. Dave deBree will contact Unit owners who currently lease to see if any of their tenants are smokers.
 - Deck clearing and cleaning policy – Based on advice from our Association's attorney, Mr. Rastl submitted the following resolution:

“While the Board confirms the Association's obligation to maintain the limited common areas of decks, the Board also interprets its authority to create rules concerning the operation and use of these limited common elements to include the authority to require unit owners to keep their decks clear and clean as stated in the Rules and Regulations Section 1.2 and Section 8.”

The resolution was confirmed. A motion was also made and approved to revise Section 8, paragraph 6 of the Rules and Regulations to read as follows:

“No unit owner shall sweep or throw or permit to be swept or thrown from his unit or from the doors, windows, terraces or balconies thereof, any dirt or other substance. Notwithstanding the foregoing provisions, unit owners may shovel snow/ice from poolside balconies when required (see section 1.2). No rugs or mops may be shaken or hung from or on any windows, doors, balconies or terraces.”
- 5) New Business:
 - None

6) Property Manager report:

- Fire alarm – There continue to be intermittent Ground Fault fails within the fire alarm system. The next step is to have Protection One submit a proposal to replace the wiring on the Ground and Lobby floors as this is where the majority of the issues are reported.
- Generator/fire pump replacement planning – Mr. deBree distributed a spreadsheet containing estimates on options for replacing the generator and fire pump. A motion was made to no longer include the option to replace the diesel fire pump with an electric motor within the scope of this project. The motion was approved. Mr. deBree will work on creating a more detailed comparison of the generator replacement estimates submitted by Laplante Electric and Powr Point.
- T-Mobile construction – T-Mobile has finished their upgrades. Saco Roofing did an inspection of the roof upon completion of the project. T-Mobile was invoiced for the cost of this inspection.
- Tree Removal – Approval was received from the City of Portland to remove 2 trees. Mr. deBree will contact Brewer Tree and Landscaping to perform the work.

7) Meeting was adjourned at 7:32 PM.

A handwritten signature in cursive script, appearing to read "Megan H. Ladd".

Megan H. Ladd
Secretary