

Directors Meeting Minutes
Promenade Towers
June 21, 2018

Directors present: Nick Ciciretti, Andy Glassberg, Megan Ladd, Dave Mathieu, John Rastl and Mark Rockwood

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 May 17, 2018 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 \$40,951 and the Reserve balance was \$658,418 as of May 31, 2018.
 - Due to his moving in the near future, Mr. Rastl resigned as Treasurer effective as of the end of the meeting. The current Secretary, Megan Ladd was nominated to be the new Treasurer and Nick Ciciretti was nominated to be the new Secretary. Both nominations were approved.
- 4) Unfinished Business:
 - Feedback from owners who lease – 8 out of 24 owners who lease their units responded to a query as to whether or not their tenants smoke. 7 replied in the negative and 1 was unsure.
 - Smoke-free Declaration Amendment – The language of the proposed Amendment will be modified to allow tenants to be grandfathered for as long as they lease and the unit owner approves. Mr. Rastl will send the revised wording to our lawyer for review.
- 5) New Business:
 - June 2nd incident – A guest brought a dog into the building. This is a violation of the Rules and Regulations. A \$100 fine was assessed to the owner of the unit visited.
 - Property maintenance contract renewal – A motion was put forth to renew our property maintenance contract with McGarvey Landscaping. Dave deBree will be working with McGarvey to establish the details.

Property Manager report:

- Fire alarm – There continue to be intermittent Ground Fault fails within the fire alarm system. A hoped for solution proved only temporary. Casco Bay Electric will be on site Tuesday, 6/26/18, to review the existing Ground, First and Second Floor wiring and will provide an estimate for re-wiring this portion of the system.
- Generator/fire pump replacement planning – Mr. deBree gave an overview of the 2 potential generator replacement models and presented the pros and cons of leasing vs. purchasing the associated propane tank. A motion was made to select the Briggs & Stratton generator, have Laplante Electric do the installation and to lease the propane tank. The motion passed but is contingent upon Jim Zafirson's approval.
- Wall Pack Lights – 99% of the outdoor lighting has been converted to use LED lighting. 5 bulbs still need to be replaced.
- Deck Repairs – Mr. deBree received an initial estimate from Capozza Concrete Services to perform the work needed on 7 rooftop and 7 second floor decks. Additional clarification on this estimate is needed. The estimated time frame for the work to be performed is mid to late September.

- The trash compactor was serviced and fully braced. The cost was \$1600. Repair of damage to the wall caused by the trash compacter prior to the bracing will be done at a later date.

6) Meeting was adjourned at 7:49 PM.

A handwritten signature in cursive script that reads "Megan H. Ladd".

Megan H. Ladd
Secretary