

Directors Meeting Minutes  
Promenade Towers  
January 17, 2019

Directors present: Nick Ciciretti, Andy Glassberg, Megan Ladd, Mark Rockwood, Jeff von Munkwitz-Smith, and Jim Zafirson

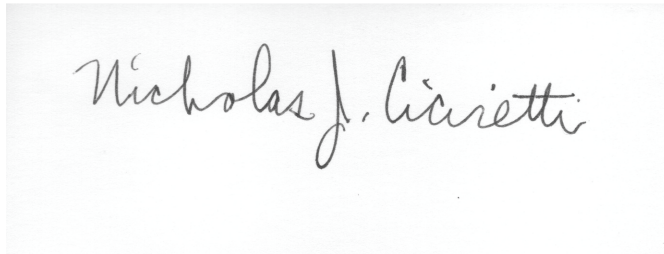
Director absent: Dave Mathieu

- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from November 15, 2018 were approved as written.
- 3) Treasurer's Report:
  - Megan Ladd presented a summary of our income and expenses through December. The Operating account balance was \$29,010 and the Reserve balance was \$705,624 as of December 31, 2018.
  - It was also noted that the CPA firm (Dawson, Smith, Purvis & Bassett) who had done the Association's taxes in the past would again be preparing the taxes.
- 4) Unfinished Business:
  - Change of electrical power supplier from CMP – There was discussion about changing the electrical supplier from CMP, with various rates and lengths of terms presented. A motion was made, seconded, and approved to change our supplier to the best market supplier for a period of 12 months, pending the rate being the quoted rate of \$0.0837/kw-hr or better, as long as the contract includes a 30-day notice to switch suppliers.
  - Stair re-painting – There was discussion about the re-painting of parts of the three stairwells, and the types of products (water-based or oil-based) which might be used. We received a quote of \$5900 from Clean Cut Painting to re-paint the center stairwell from the 2<sup>nd</sup> floor to the lobby, using an oil-based epoxy product (Armorseal 8100). A motion was made, seconded, and approved to re-paint the center stairwell from the 2<sup>nd</sup> floor to the lobby, using the oil-based epoxy product (Armorseal 8100). The work will be done in the spring so that the doors may be open for ventilation.
- 5) New Business:
  - Additional heaters in stairwells – There was discussion regarding adding/replacing heaters in the three stairwells. The heaters would be wired through the wall from the last outlet. We received a quote of \$2218 from Casco Bay Electric to install three heaters. A motion was made, seconded, and approved to install three heaters (one in each stairwell).
  - Improvement of package area in the mailroom – It was noted that the credenza is very old and in poor shape. It was decided that an ad hoc committee would explore alternatives and report back to the board.
- 6) Property Manager report:
  - Generator Replacement – Permits for installation of the new propane tank have been filed by Irving and are pending. LaPlante Electric will winterize the generator since the remainder of the project will not be done until the ground thaws several months from now.
  - Lighting project in stairwell – Casco Bay Electric has installed all new lights. Paperwork has been submitted for an energy rebate (approximately \$4200). There was discussion about

- installing additional sensors to reduce the time that the lights are actually on A motion was made, seconded, and approved to add 24 sensors, at a cost of approximately \$1560.
- Installation of snow stops – The snow stops for the electrical room and building 2 have been delivered and will be installed next week, pending weather.

7) Mark Rockwood noted that the issue regarding the lobby lighting (lights being dimmed by residents, which constituted a safety hazard) had been readily addressed by Dave DeBree and offered thanks to Dave on behalf of the board.

8) Meeting was adjourned at 7:50 PM.

A handwritten signature in cursive script that reads "Nicholas J. Ciciretti". The signature is written in black ink on a light-colored background.

Nick Ciciretti  
Secretary