

Directors Meeting Minutes  
Promenade Towers  
February 21, 2019

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

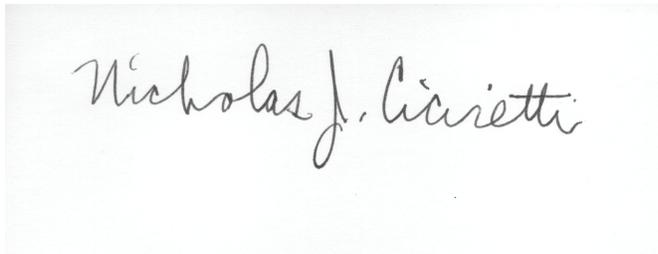
Director absent: Dave Mathieu

- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from January 17, 2019 were approved as written.
- 3) Treasurer's Report:
  - Megan Ladd presented a summary of our income and expenses through January. The Operating account balance was \$28,837 and the Reserve balance was \$704,411 as of January 31, 2018.
- 4) Unfinished Business:
  - Change of electrical power supplier from CMP – There was discussion about changing the electrical supplier from CMP, with 18-month and 12-month lengths of terms presented. A motion was made, seconded, and approved to change our supplier to the best market supplier for a period of 18 months starting in March. The rate for the 18-month period will be \$0.07221/kw-hr. The contract includes a 30-day notice to switch suppliers.
  - Improvement of package area in the mailroom – The ad hoc committee presented several alternatives including either having Megan Ladd's father (a maker of fine wood furniture) build two units (a credenza and a bookshelf), or purchasing two units already built. There was discussion about style viz-a-viz the current make-up of the mailroom and exactly what might be built if it were decided to go that route. It was decided that the ad hoc committee would collect more information, meet again and report back to the board, as the options are fine tuned.
- 5) New Business:
  - Possible changes to the hot water heater replacement cycle – The current policy requires replacement after 15 years (except for several models which meet more stringent guidelines). However, there have been two heaters that recently failed even though they were less than 10 years old. There is concern that 15 years is now too long and will lead to risk of failure/flooding in numerous heaters that could be avoided if the replacement cycle time were shortened. There are four heaters that will need to be changed this year with the current guideline of 15 years. However, there are approximately twenty heaters in the 10-15 year range. After some discussion it was decided that Dave DeBree would collect information from several plumbers regarding the advisability of making a change to the current policy. This might include shortening the replacement cycle to 10 years, or requiring installation of heaters with longer (i.e. lifetime) warranties.
- 6) Property Manager report:
  - Generator Replacement – Permits for electrical work and installation of the new propane tank have been approved. Also, LaPlante Electric winterized the generator.
  - Lighting project in stairwell – Casco Bay Electric has installed all new lights as well as motion sensors on 56 of the fixtures.

- Addition of heaters to stairwells – The heaters are not in yet, but may be coming in next week. Since the heaters will be mounted directly to the drywall it was suggested that isolation mounts be used to prevent transmission of vibrations when the fans are running.
- Installation of snow stops – The snow stops for the electrical room and building 2 have been installed
- Status of Saco Roofing – Saco Roofing has closed. Dave DeBree contacted Duralast (the manufacturer of the roofing material) to confirm that the warranty is still in place. They said that it is and that, if there are any warranty issues, they would coordinate with another roofing contractor. They provided a list of several roofing contractors.

7) It was noted by a resident that the elevators are cold and asked if there were anything that could be done to better reduce infiltration of cold air. She provided some information about what had been done in other buildings. Jim pointed out that when the elevators were renovated a few years ago options were explored, but there was little that could be feasibly done. He also noted that when the building was renovated in 2007, everything that could feasibly be done to the building (new windows, elastomeric coating, etc.) to limit heat loss out and cold air infiltration in, was done. He also pointed out that any issues internal to units are the responsibility of the unit owners and that owners were welcome to have their own energy audits done and make changes to improve their own situation.

8) Meeting was adjourned at 7:50 PM.

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

Nick Ciciretti  
Secretary