

Directors Meeting Minutes
Promenade Towers
July 18, 2019

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

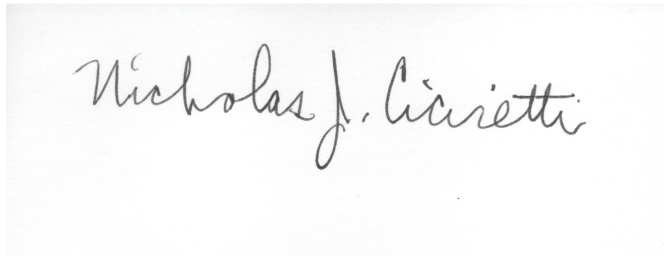
- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from June 20, 2019 were approved as written.
- 3) Treasurer's Report:
 - Megan Ladd presented a summary of our income and expenses through June. The Operating account balance was \$46,864 and the Reserve balance was \$702,366 as of June 30, 2019.
- 4) Unfinished Business:
 - Reapplication of elastomeric coating to building exterior – We have received one bid from Knowles and expect a bid from Haskell and Hall this coming week.
 - Re-visit smoke-free amendment to declaration – Approval of such an amendment requires a 67% approval. We only had attendance of 59% at last year's annual meeting (in person or by proxy). After some discussion it was decided that, if we were to pursue the amendment, we would need to allow enough time to marshal adequate support. On that basis it was decided to begin the process next April to seek approval at the 2020 annual meeting.
- 5) New Business:
 - Leak in unit #222/hot water heater policy– There was a failure of the hot water heater in unit #222 early in the morning of July 13. As a result there was significant damage to units #221, 222, 223, and 224 along with water filling the center stairwell down to the ground floor. Unit #222 was empty at the time and units #221 and #223 owners were away. The fire department had to break the lock on the door of unit #222, turn off the water to the hot water heater, and remove as much water as possible from the unit and the stairwell. It appears that the tank itself failed (it was a Marathon tank installed in 2003). There was much discussion about the need not only for automatic water shutoffs, but also the need for remote (wi-fi) alerts in the event of failures to preclude more incidents of such significant damage to the building. Jim is familiar with remote systems and will get information out to the board in advance of next month's board meeting so as to continue the discussion at that time. Although the hot water heater policy was recently changed, this incident may lead to additional changes.
 - Packages left long-term in mailroom – There are many packages left on the table in the mailroom and not picked up by residents for days, if not weeks. There was discussion about developing a policy to deliver packages for a fee after a certain number of days. We will talk with Dave DeBree about a reasonable policy and discuss it further at the next board meeting.
 - Discussion of pool rules – There was discussion about clarifying the intent of the rule regarding the number of people allowed per unit. Following the discussion there was an amendment made, seconded, and approved to read (in rule 7.): The number of people is limited to six per unit. Owners or residents seeking to have more than six people total must seek and obtain prior approval from the Association. Also, there was discussion about incidents at the pool including unattended children, people being let in who may not have any connection to the building, and people smoking at the pool. It was noted that any and all such violations should be reported to Dave DeBree with note of the day and time. Violators may

be fined and/or have pool privileges revoked. When Dave sends the updated pool rules out to owners and residents he will note that fact.

6) Property Manager report:

- Grass progress – McGarvey will begin to determine which areas of the grass did not take and will overseed as necessary. We will continue to water by his direction.
- Elevator error – On July 4th, late in the evening, elevator #2 went into an error state. Dave received an email regarding this and headed to the building around 10:00 am on July 5th to check it. Joe was also there. Turning the power switch to elevator #2 reset the elevator. The elevator reset, the doors opened, and the resident from unit #127 entered the elevator at level 2. At that time the elevator went into error again and the resident was locked inside the elevator. Dave called Pine State Elevator to call in the error since the reset did not clear it. Dave retrieved the emergency door key from the office and returned to level 2 where the elevator was locked and shut with the resident inside. Dave used the emergency door key and manually (with Dave Mathieu and Joe) opened the elevator doors freeing the resident from the car. Pine State advised turning the elevator off at the switch and leaving the doors open until they could arrive to repair. They arrived a few hours later and found a loose wire on the door switch in the control board for elevator #2, which they repaired.
- Repainting of areas showing wear and tear – Dave will be contacting Stephen Schools to do some repainting of areas that are showing wear and tear. Lobby, vestibule, and outside the elevators on the ground level and the service entrance areas all need to be repainted.

7) Meeting was adjourned at 8:20 PM.

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

Nick Ciciretti
Secretary