

Directors Meeting Minutes  
Promenade Towers  
February 20, 2020

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

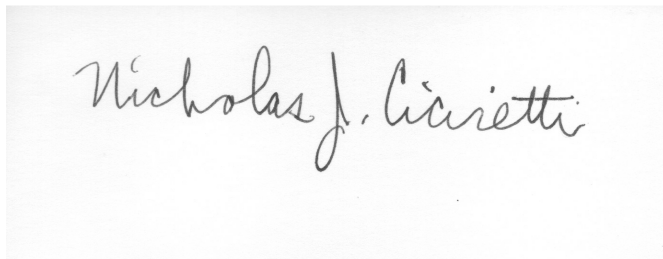
- 1) The meeting was called to order in the Community Room at approximately 7:00 PM.
- 2) The meeting minutes from November 21, 2019 were approved as written.
- 3) Treasurer's Report:
  - Megan Ladd presented a summary of our income and expenses through January. The Operating account balance was \$14,241 and the Reserve balance was \$796,843 as of January 31, 2020.
- 4) Unfinished Business:
  - Hot water heater automatic shutoff cost sharing – There was discussion about having the Association share the cost of installing automatic hot water heater feed water shutoffs with the unit owners, since the Association is requiring those shutoffs. Both the Watts and Taco shutoffs were discussed, regarding features, costs, etc. No final decision was made at this time about sharing costs of installation. The discussion then expanded to revisit the recently changed policy of the Association recommending only HTP stainless steel, Marathon plastic-lined, or Vaughan stone-lined tanks. There was concern about possible catastrophic failure of the Marathon tank due to a tear in the plastic seam, and failure of the Vaughan tank due to cracking of the stone. The discussion also expanded to installation of ball valves on cold and hot water tank shutoffs as well as installation of ball valves on any bathroom, kitchen, or utility room remodeling which include water lines. On the basis of the discussion a motion was made, seconded, and approved to 1) only have the HTP stainless steel hot water tank as approved, with ball valves required on cold and hot water lines into and out of the tank on any installation from this point moving forward, and 2) require ball valves on any bathroom, kitchen, or utility room remodeling which include water lines.
  - Hot water heater unit #222 leak final discussion on deductible – After some discussion it was decided that, since common area damage due to the leak exceeded \$19,000 the Association would pay the entire deductible of \$10,000. Regarding future policy, a motion was made, seconded, and approved that the Association would pay the first \$5000 of the deductible, then pay any amount of the remaining \$5000 deductible equal to the common area damage. If there were less than \$5000 damage to the common area, the owner of the unit causing the incident would then be responsible for paying that portion. While the board approved the motion, this will necessitate a change to the by-laws, requiring approval by 67% of the vote at the next annual meeting in September.
  - Upgrade to mail room package area – Judy made a proposal to the board based on her discussions with a cabinet maker for up to three new pieces. After discussion it was decided that Judy would seek a quote on a modified/less expensive option from the cabinet maker and report back to the board.
- 5) New Business:
  - Update on improvements to Sprint equipment – Jim and Dave met with Sprint today. Installation of new equipment is uncertain, but if installed, Sprint would conduct RF testing before and after installation to assure there wasn't an increase in radiation. If, on the other

- hand, they remove all equipment, they would be required to restore the areas affected to pre-installation condition. Megan will look at the current terms of the contract in the event that Sprint leaves Prom Towers.
- Water shutoff access panels – There was discussion about enlarging water shutoff access panels in the ceilings of the hallways on the third floor of buildings 1 and 2 to provide easier access. Since some of the shutoffs are mismarked that would be corrected as well. A motion was made, seconded, and approved to enlarge the remaining water shutoff access panels (one has already been replaced).
  - Installation of electric/hybrid car charging station(s) – Mark brought up the possibility of installing one or more electric/hybrid car charging stations. He had explored this before. It was decided that he would revisit it, collect information, and report back to the board.

6) Property Manager report:

- Replacement of baseboard heater thermostats – Dave has a quote from Casco Bay Electric of \$3575 to replace 55 thermostats on electric baseboard heaters. Jim mentioned the MYSA system of thermostats and agreed to explore that option as well
- Three air conditioning units not working – There are three units which need to be replaced. Dave has received a quote of \$8000 from Mechanical Services and is awaiting quotes from Gelinias and WH Demmons.

7) Meeting was adjourned at 8:35 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