

Directors Meeting Minutes  
Promenade Towers  
April 16, 2020

The meeting was held remotely via Zoom due to Covid-19 distancing guidelines

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

Director absent: Jim Zafirson

- 1) The meeting was called to order at approximately 7:00 PM.
- 2) The meeting minutes from March 19, 2020 were approved as written.
- 3) Treasurer's Report:
  - Megan Ladd presented a summary of our income and expenses through March. The Operating account balance was \$15,663 and the Reserve balance was \$819,513 as of March 31, 2020.
- 4) Unfinished Business:
  - Covid-19 protocols – It was noted that procedures outlined in the webinar from the Community Associations Institute were, for the most part, being followed by Prom Towers, with the exception of our not closing the fitness room and the mail area. Also, some of the procedures recommended by the CAI were not feasible at Prom Towers. There was some discussion about how procedures might change in the event that a resident test positive for Covid-19. It was noted that residents would be informed that a resident had tested positive (without disclosing the person's name), and that deep cleaning would be conducted. Dave indicated that our cleaning company, KN Gee, is certified for Covid-19 clean-up protocols and would be able to perform the deep cleaning. KN Gee will be forwarding their procedures to Dave. A question was raised as to whether summer returnees were made aware of our procedures. Dave indicated that he has done so and that returnees were made aware that they would have to self-quarantine for 14 days as per the Maine state requirements. Regarding the pool, Dave noted that the pool would have to be "opened" irrespective of Covid-19. That means removing the cover, applying pool chemicals, and turning on the pool heater. As to actually opening the pool for residents' use, that is an open question at this time.
  - New cabinets for mail room area – Judy indicated that both cabinets will be finished by the end of April and will be ready to be delivered. It was decided that, since delivery would require a very short time period on site, that delivery will be made (with one-week advance notice) when ready. The old unit will be removed either by R & E or by the fabricator of the new cabinets.
  - Reapplication of elastomeric coating to building exterior – Jim (who was unable to attend this meeting) emailed earlier today that Knowles would be commencing the project in late May
  - Update on improvements to Sprint equipment – There has been nothing new regarding this.
  - Water shutoff access panels – There has been nothing new regarding this.
  - Replacement of three air conditioning units – There has been nothing new regarding this.
  - Hot water heater shutoff recommendation and cost sharing – There has been nothing new regarding this.

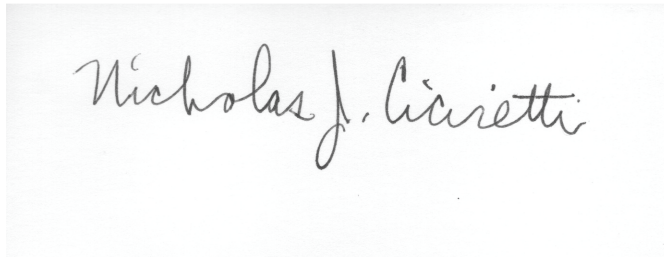
5) New Business:

- Upgrade website – Megan initiated a discussion about upgrading the Prom Towers website. She indicated that she has been in contact with someone who may be doing the work. Judy offered to help Megan work on the website design. They will report back to the board in the future. Changes would be expected to be made sometime in the fall.

6) Property Manager report:

- Dave indicated that, due to Covid-19, only bare bones maintenance is being done, with other projects on hold right now (such as carpet cleaning and stairwell painting). R & E personnel are coming into the building 4 times per week, doing building walk-throughs, and doing sanitizing of common areas as well. Also, KN Gee personnel are coming in 3 times per week to perform common area sanitizing. Sand clean-up of the parking lot will be scheduled, but spread over 2 days to minimize contact of residents moving cars. Dave also said that KN Gee can perform window washing on lowest level common area windows.

7) Meeting was adjourned at 7:55 PM.

A rectangular box containing a handwritten signature in black ink. The signature reads "Nicholas J. Ciciretti" in a cursive script.

Nick Ciciretti  
Secretary