

Directors Meeting Minutes  
Promenade Towers  
June 19, 2008

Present: Bruce Hopkins, Leonard Ney, Stewart Peller, John Rastl, Margie Thomsen, Cynthia Widdows, Jim Zafirson

Absent: none

1. The meeting was called to order at 7:09 p.m. in the Promenade Towers community room.
2. Minutes of the May 15, 2008, meeting were approved as written.
3. John Rastl gave the treasurer's report, which was accepted as written. Three owners are 1-30 days late in paying their monthly condominium fees.
4. Mid-month decisions confirmed  
The Board of Directors voted to approve the following:
  - a. new elevator doors and protection system (stainless steel doors, protection system which senses movement from several angles to keep doors open or prevent them from closing prematurely)
  - b. backyard drainage (install drain in front of office door, lower and replace existing basin and connect to office drain, repitch backyard so everything flows away from building, level and hydro seed)
  - c. paving contract from D & R Paving
  - d. landscaping proposals
  - e. carpeting for both foyers

5. Old business:

- a. Construction update  
Garage roofs are almost finished. Knowles will start working June 30<sup>th</sup> to finish the carport coating.

Elevator refurbishing will begin June 27<sup>th</sup>, with one elevator out of service at a time. Upon completion of work, Paul White will carpet the elevators. The two foyers will be carpeted as well. Jim Zafirson has requested pricing for a 4x8 mat to be used by the front entrance.

AA Windows still needs to address a few issues and their work will be complete. As was decided two years ago, the inside finishing of the threshold for sliders and doors is the unit owner's responsibility. The rough opening can be finished with carpeting or tiles according to owner preference.

Deck railings have arrived, and installation will be scheduled as soon as possible. The painter will be doing walk-throughs for touch-ups in the next few weeks.

On June 23<sup>rd</sup>, Irving will be installing one large, gray propane tank to replace the two smaller white ones on the Walnut Street side of the garages. It will be screened by the landscaping.

The front entrance is structurally complete. Roof trim and interior ceiling still need to be done.

When Knowles comes to do the carport work, they will also check the stairs leading to the upper lot, since they are in poor condition. Stairs will probably need to be chipped and blasted, the metal resealed so it won't rust, and then the steps rebuilt. Swans concrete has given a price of ~ \$6500 to replace the steps. Step Guys from Biddeford will also give a quote for comparison. The stairs at the right of the middle lot leading to the upper lot have been in disrepair and closed off for quite some time. *A motion was made, seconded, and passed to have them removed for an additional \$1,000.* A discussion then followed on possible removal of the path leading from the upper lot to these stairs in conjunction with the upper lot paving. Since this was not a budgeted item, concern was expressed about using reserve funds, but *a motion was made, seconded, and passed to proceed with removal of the asphalt pathway to the old stairs as described for an additional \$2,000.*

Paving has started with the upper lot. It will re-open Tuesday. Jim Zafirson asked that drivers use care and not turn wheels when vehicles are not moving, as this will damage the new pavement. The paving schedule is posted in multiple areas, and work will continue next week with middle and lower lot grinding. Cars in the lower lot do not have to be moved for the grinding phase, but will get dusty if left in place. Two areas will be striped for loading and unloading only by the back service door.

b. Rules and Regulations

Version 5 of the Rules and Regulations is complete. The Board decided to add specifics about permitted deck furniture. It was also suggested that something be added about contractors being responsible for cleaning up any mess they have made in common areas, such as halls, elevators, and stairs. *A motion was made, seconded, and passed to approve the Rules and Regulations as written with the addition of the definition of what can be on a deck and the requirement for contractors to clean up after themselves.* Wording of each of these additions must be approved by unanimous e-mail vote or will be delayed to be voted upon at the next meeting.

c. Website update

Promenade Towers now has a website: [www.promenade-towers.org](http://www.promenade-towers.org). It describes the neighborhood and community, but still needs to be fleshed out in some areas. There is a contact page for the office and the Board president, as well as a Residents Only section which is password protected. The password is available from Pauli Daniels. The Residents

Only section contains such items as Rules and Regulations, By-Laws, meeting minutes, and financial information. This is a work in progress, and suggestions and feedback are welcome.

## 6. New business

### a. Telephone list approvals

The Board has recommended that residents give permission to list their telephone numbers on the website (password protected) and for the welcome package presented to new residents. The Board is neutral on the issue of posting telephone numbers (with permission only) by the service entrance.

### b. Repair of pool tiles

An estimate of \$1499 has been received to repair 30 feet of pool tile. The pool water would need to be lowered two feet to do this, and the work would be completed in one day. *A motion was made, seconded, and passed to do this work as described just before the pool is closed for the season.*

### c. Lobby

The Decorating Committee recommends the purchase of two leather chairs to be used with the game table in the lobby. *A motion was made, seconded, and passed, to purchase these chairs as described.* The old chairs will be used elsewhere in the building. The search for an appropriate 4x6 rug for the lobby is ongoing. *A motion was made, seconded, and passed to approve up to \$300 for the purchase of such a rug.* It was decided to earmark \$750 for lobby artwork. The Decorating Committee will forward suggestions to the Board for feedback and approval. *A motion was made, seconded, and passed not to put the hearth or columns back in the lobby.* Bruce Hopkins will make inquiries about recycling these items, possibly with Habitat for Humanity. The fireplace will be finished with black trim on the bottom.

### d. Approved indoor bicycle storage

There are many bicycles in the building, and limited opportunities to store them. Approved locations include units, basement storage lockers, or the space in front of carports, but not everyone is able to utilize one of these places. Margie Thomsen requested permission to see if there is general interest in establishing a safe, community bicycle storage area inside the building. Jim Zafirson said it was fine to send out a questionnaire to get a sense of how people feel about this.

### e. Computer in library

The desk that was at the end of the lobby hall by the elevators is now located in the library, with the goal of eventually having a public access (for residents) computer there. In addition, the office presently has only dial-up internet access, and at some point needs to convert to high speed internet access. These two goals should be combined. Pauli Daniels will

call Time Warner to inquire what the cost of high speed cable and telephone service would cost. She will also get a price from Verizon DSL.

f. Locker room padlocks

The locker room lockers are designated for day-use only, not for long-term personal storage. A number of locks have been in place for years, and need to be removed. A notice will be circulated to that effect, and any lock not removed by the deadline given will be cut off, and the locker's contents disposed of.

g. Main entrance parking

Parking by the main entrance continues to be a problem. There is no longer a 15 minute parking space by the lobby entrance. The only permitted parking will be in two designated handicap parking spaces. Handicap decals will be painted on the asphalt when paving is completed. A Handicap Parking Only sign is already attached to one of the trees in that location.

7. The meeting was adjourned at 8:48 p.m.

Margie Thomsen  
Secretary