

Directors Meeting Minutes
Promenade Towers
July 17, 2008

Present: Leonard Ney, Stewart Peller, John Rastl, Margie Thomsen, Jim Zafirson

Absent: Bruce Hopkins, Cynthia Widdows

1. The meeting was called to order at 6:57 p.m. in the Promenade Towers community room.
2. Minutes of the June 19, 2008, meeting were approved as written.
3. John Rastl gave the treasurer's report, which was accepted as written. Five 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. two changes to the revised Rules and Regulations 2008, which have now been published;
 - b. the purchase of a new lobby rug which was recommended by the Decorating Committee;
 - c. carpet cleaning throughout the building with the exception of the stairs to the library and the library itself;
 - d. the hiring of someone to complete the installation of the deck railings.
5. Old business:
 - a. Construction update
Paving is completed. Knowles is continuing with carport work opposite the lobby. Cracks have been injected with epoxy and drain ports installed. The loam above the garage roofs has been re-graded so water will wash away from the carports. Elastomeric coating has been applied, and cleanup is remaining, which will include pressure washing the new pavement in that area.

Elevator refurbishing will continue with the installation of new doors, possibly next week. Paul G. White has carpeted the elevators as well as both foyers.

The team installing the new deck railing has 17 left to do from a total of 44. Some deck and balcony floors still need to be stripped and coated.

The maintenance room has been cleaned out and trash removed.
 - b. New table and lamp for lobby elevator hall
A motion was made, seconded, and passed to follow the Decorating Committee's recommendation for purchase of a table and lamp to be placed in the lobby's elevator hall.
6. New business
 - a. Trash room – redeemables vs. recyclables

There has been some confusion concerning what should be collected in the barrels on the left side of the trash room. Occasionally, the words recycle and redeem have been used interchangeably, however, our building does not recycle, since it exceeds residential height limitations and is considered “commercial” by the City of Portland. Only redeemables with a cash value printed on them are being collected. These are picked up on a regular basis by The Root Cellar, a neighborhood organization which benefits from the proceeds. To help limit the overflow problem between pickups, larger barrels have been purchased and clearly labeled as to their purpose. Margie Thomsen mentioned that there is an EcoMaine recycle center located on Somerset Street past Whole Foods market, for those residents wishing to recycle. No sorting is required. The Board decided that an informative letter on this recycling option should be sent to residents.

- b. Mailroom renovation
\$6,000 has been budgeted for mailroom renovation. We are presently waiting for the new mailboxes to arrive. Cost of carpeting the mailroom will be \$4,276. Remaining funds will be needed for sheet rock, lighting, and other items necessary to complete the area.
- c. Steps from middle lot to upper lot
The steps were repaired ~ five years ago. Knowles checked their present condition, and another repair would cost \$4,000, but is not recommended. Jim Zafirson obtained some quotes for new steps. Swans quoted \$6,500, but that does not include frost piers. The Step Guys from Biddeford quoted \$10,000, which is the amount we should budget for the future.
- d. Parking lot maintenance
It is recommended that the new asphalt be sealcoated for the first time after one year, and then every five years. The estimate for sealing and re-striping is ~ \$10,000.
- e. Main entrance parking
There is no longer any resident parking by the front entrance. Handicap parking by the front entrance will be clearly designated with official blue stencils on the pavement. This could not be done when the paving was completed due to high winds, but will be accomplished as soon as possible.
- f. Bathroom exhaust roof fans
There was considerable discussion on roof fans, their noise level, efficiency, and how best to optimize the present pulley system. New systems are direct drive, and Jim Zafirson is researching different options we may wish to consider in the future.

7. The meeting was adjourned at 7:57 p.m.

Margie Thomsen
Secretary