

Directors Meeting Minutes
Promenade Towers
October 16, 2008

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

Absent: Cynthia Widdows

1. The meeting was called to order at 7:02 p.m. in the Promenade Towers community room.
2. Minutes of the August 21, 2008, meeting were approved as written.
3. John Rastl gave the treasurer's report, which was accepted as written. No owners are more than 30 days delinquent in paying their monthly condominium fees.
4. There were no mid-month decisions to report.
5. Old business:
 - a. Lobby artwork
After three months of research, including visits to numerous galleries and art shows, internet searches and informal polling of residents, the Decorating Committee recommended four giclee reproductions of watercolors by local artist Robert Cohen. Cohen has several of his paintings hanging in City Hall and Maine Medical Center and does the City of Portland holiday greeting card every year. Three paintings would go on the large wall, and the fourth above the mantle. *A motion was made, seconded, and passed to accept the recommendation of the Decorating Committee as detailed above.*
 - b. Steps to upper parking lot
Jim Zafirson has procured estimates varying from \$8000 - \$10,000 to re-do the concrete steps to the upper parking lot. He explained that now would be a good time to have them done at a reasonable price. *A motion was made, seconded, and passed to approve re-building of the concrete steps to the upper parking lot at a cost not to exceed \$9000, including the railing.* Possibilities for the railing include painted steel, powder coated steel, aluminum, or stainless steel. The steps will be brush-finished for traction.
 - c. Stairwell painting
John Rastl reported that the crew of volunteers on the stairwell painting project has already accomplished much. At this point, the center stairwell has been painted to level 2 at a cost of \$590 for paint. Paint parties will continue on Saturdays from approximately 8:30 a.m. to noon as long as temperatures permit or all stairwells are done to the second level, whichever comes first. He asked that anyone willing to volunteer time please call him, and thanked all those who have already contributed so generously. Their work is saving the Association approximately \$48,000.

While discussing stairwell painting, the subject of stairwell lighting was brought up. The stairs rather than the elevators are used regularly by many owners who

live below the third floor, and only every other light is on in all stairwells. After some discussion, and since the cost is negligible, *a motion was made, seconded, and passed to leave on all lights in the stairwells up to the second floor.*

- d. Grounds cleanup
There are still a few areas that need attention to remove construction debris such as old blacktop curbing that was pushed aside when the parking lots were repaved. This is being worked on.
 - e. Building open house
The open house tentatively scheduled for October was postponed until spring. To make the event successful, preparations will start in January for an open house to be held in May or June.
6. New business
- a. Junk in carport parking spaces
There are items such as old tires in the front of some carports. The only things allowed in carports are shopping carts, bicycles, and licensed vehicles. A ten day notice will be given to anyone violating this policy, and a daily fine will be implemented if those items are not removed within the ten day timeframe.
 - b. Shelf for lobby entrance vestibule
Several requests have been made for a small stainless steel shelf in the lobby entrance area similar to the one at the downstairs entrance. There was some discussion concerning its specific location, and it was decided that it should be placed on the same wall as the telephone.
 - c. First Right of Refusal
There have been some requests to change this clause in our Association's Declaration by persons wanting to get an FHA mortgage. There has only been one sale lost in recent history due to the First Right of Refusal clause. The clause has never been exercised by the Association. The discussion was postponed to a future meeting in order to gather more information.
 - d. 2009 budget
John Rastl presented the budget for 2009. In order to cover inflation, a 4.26% in owner condominium fees is recommended. By comparison, Social Security's increase for 2009 will be 5.8%. Cost of the new sprinkler system is still estimated to be ~ \$700,000, but there is a 70-80% certainty the total will be less than that. *A motion was made, seconded, and passed to approve the 2009 budget as presented.*
 - e. Telephone numbers posted at back entrance
A motion was made, seconded, and passed to eliminate the resident phone list at the back entrance and instead post the office phone number along with a request to go to the lobby vestibule to gain entrance to the building.
 - f. Water heater age issues
This issue is of grave concern due to the damage caused by water heaters that fail. The age of unit water heaters currently varies from 1 to 27 years. The Board would like to recommend specifics concerning water heater replacement,

such as age and brand, as well as the need for a properly sized pan under the water heater. In order to write the policy and standards, this matter was deferred to the next meeting.

- g. Office manager issues
The old bulletin boards which were removed when the mail area walls were painted are sorely missed. New bulletin boards will be installed opposite the mailboxes in the area of the credenza.
- h. Signs to identify driveways and interior building levels
New signs are needed to identify building levels when exiting the elevators. Jim Zafirson recommended gray signs with black letter in 6x9 inch size. Large numerals are also necessary to identify levels in the stairwells. Two large exterior signs are also needed for the upper parking lot/visitor parking and for the service entrance. *A motion was made, seconded, and passed to order all the signs as described above.*
- i. Water pumps
There are two water pumps which are designed to alternate. Presently, one of them runs 100% of the time at 40%. Jim Zafirson will inquire if this pump can be rebuilt, and if any free money is available from any source. The rubber isolation boots also need to be replaced due to age.
- j. Main entrance glass replacement
The glass panel that was recently replaced because of vandalism appears to have bubbles throughout which was not the case with the original panel. Jim Zafirson will communicate with Portland Glass about this matter.
- k. Next directors meeting
In order to avoid conflicts with the upcoming holidays, John Rastl suggested that the November and December meetings be combined into one meeting on December 4. *A motion was made, seconded, and passed to eliminate the regularly scheduled meetings for November 20 and December 18 and instead hold one meeting on December 4.*

7. The meeting was adjourned at 8:17 p.m.

Margie Thomsen
Secretary