

Directors Meeting Minutes

December 3, 2009

Promenade Towers

Directors present: Bruce Hopkins, Michael Lincourt, Leonard Ney, John Rastl, Karen Winslow and Jim Zafirson

Directors absent: Margie Thomsen

1. The meeting was called to order in the Community Room at approximately 7:05 PM.
2. The meeting minutes from October 15, 2009 were approved as written.
3. Treasurer's Report. The 2010 Budget was ratified per our By-Laws, there not being two-thirds of the Association members present to reject it. John Rastl reviewed the January-November Operating Account compared to our budget. He said that we are \$12,241 under our projected budget. The two biggest savings compared to our budget are electricity and propane. Together, they account for \$9,000 of the under-budget amount. He said we hope this is a trend due to all the work done on the façade, windows/doors, and sealing air conditioning compartments. He noted that some of our annual expenses such as insurance and elevator maintenance are coming in with no increase for 2010.
4. Unfinished Business:
 - a. Jim Zafirson said we have installed a gutter at the back of the garage across from the front door to catch water draining from behind. A sump pump moves the captured water out onto the grass at the end of the garage. Our problem now is that we only have electricity at night when the garage lights are on. This project is ongoing and has priority due to the ice/slipping hazard it presents.
 - b. Decks. Mr. Rastl noted that we only refinished two decks in the summer of 2009 and that we need to come up with a plan to refinish the 16 lower decks at a much faster rate than two per season. After discussion, Mr. Zafirson said he will get a quote from Knowles this spring to just grind all the old material off the decks, leaving the actual coating for Rick Lank to accomplish. The grinding is the problem due to the weight and bulk of the machinery and getting it up/down stairs in the units. Mr. Zafirson said he is planning to have Tim Rich from Knowles out to survey the façade as a prelude to getting a lift in to do minor repairs this summer such as a few spots where we've noticed rust streaks. These appear to be leftover attachment points where the construction swings were secured. Fixing them will be relatively easy other than it will require a 135-foot lift to reach them. The entire façade would be inspected while the lift is in place.
 - c. Mr. Zafirson said we are getting quotes for a new threshold or door/threshold into the trash compactor room to keep out water. When the driveway was redone, it ended up being higher outside the trash room creating a puddle that overflows under the door and then flows into the trash closet each storm.
 - d. Washing machine hoses. A hose recently failed in Building 2 and caused significant water damage to that unit and the unit below. An article from a condominium magazine had been passed around to all Board members. The article recommended high-quality hoses that have a 20-year or longer guarantee. A Resolution to require replacement of all hoses in the building with a high-quality type hose was recommended. Mr. Rastl said he had checked with our plumber, Ace Hardware and Home Depot for their best recommendations for these hoses. The best seem to come down to two choices at this point. One is the [FloodChek hoses](#) that we had read previous stories about and the other is an [Ace Hardware Burst Free hose](#). The Board discussed buying and installing a set of the best hoses for each unit. Mr. Rastl was concerned of the liability the Board

may be taking for the installation. Mr. Zafirson asked Pauli Daniels to call our plumber and get a quote for installing the hoses in groups like we do for air conditioning service. The Association would then buy 80 sets of hoses and tell each owner that the hoses were free (paid for by the Association) and would be installed by a plumber (at a cost of \$X.00 to the owner). The Association would pay the plumber and invoice each unit for the amount. Alternatively, the owner could install them himself or hire his own plumber. Proof of installation would be required. Any shut off valves found defective must be replaced at the owner's expense at the time of installation. The damage done by the recent failure of the washing machine hose was exaggerated by the shut off valve being frozen in the open position.

e. Mid-month decisions that had been made by unanimous Director emails were confirmed:

- Spend approximately \$1,000 for a gutter guard to be installed on the gutter of the garage next to Walnut. This work has been completed.
- Pay \$500 in fees to the exterminator that cleaned up a pest infestation in a rental unit. The pest service had billed the owner back in April when the service was done (three visits) but the owner had not paid or responded to the company. The Board had agreed to pay the bill and invoice the owner.
- Purchase a new table for the office for \$599. The new table is now in the office
- Purchase a new PC for the office for approximately \$840. The current office PC will be moved to the Library where any resident may access the internet. Delivery is expected in about a week. Mr. Zafirson asked that the addition of the computer in the Library be mentioned in the next newsletter.

5. New Business:

a. Powered tug for dumpsters. The dumpsters are extremely heavy and hard to handle for one person. A threshold/ramp at the door [to keep water out, see 4.c. above] will make this even more difficult. Mr. Rastl passed around a flyer from a company that makes a battery powered tug that would hook up to our dumpsters. They will provide a seven-day free trial. The Board agreed that we should first get the door threshold completed and then set up for the trial period. The cost of the tug is approximately \$4,200.

b. Towing Policy. Mr. Zafirson reviewed our current rules regarding towing and suggested that in cases where cars are not parked in garages, not blocking snow plowing, traffic, or construction, and are not involved in anything that appears criminal, that we normally wait at least five days before towing. Board members agreed with this implementation policy.

c. Roof inspection. We recently had Glidden inspect our roof. Mr. Zafirson noted that he wanted Ms. Daniels to schedule this inspection on an annual basis every fall. The inspection found (1) a small hole above #151 which has been repaired at no cost; (2) a large area above #258 where all the rocks and felt have been ripped away by the winds exposing the roof membrane; (3) a section of lightning rod grounding strap that is broken; and (4) the section of roofing over the lobby that was damaged by wind last year. Glidden will give us an estimate on repair of items 2-4. They will also include a scheme to contain the rock ballast on the roof.

d. Mr. Rastl recommended and the Board agreed to buy a Thermal Leak Detector to monitor cold spots in the stairwells. Price for the detector is \$50.

e. Mr. Rastl showed a proposed new sign for the Office door. The Board agreed with the proposed sign.

f. Mr. Rastl said he had been contacted by a property management company and asked if any Board members were interested in research or discussion of professional management. There was unanimous agreement to not pursue this subject/issue.

g. Office Manager Issues:

- Ms. Daniels has signed an authorization with the police coordinator that allows the police to remove anyone from the property that they are convinced does not belong here. The police do not need to contact the office in such cases.
- At the recent District meeting, Ms. Daniels complained about the condition of our brick sidewalks near tree roots saying that it makes it extremely difficult to plow the snow. The next week, city crews repaired the two worst areas. Snow must be plowed from walks within 24 hours after the city plows.
- One owner recently installed a new water heater without a pan (as required by the Rules & Regulations). Mr. Zafirson said, and the Board concurred, that this must be remedied. To make it easier for owners to find rules regarding construction/remodeling, it was suggested that a "Construction" page be added to the web site. Mr. Hopkins agreed to add the new section and will need inputs of material that should be included.
- Mr. Zafirson asked Ms. Daniels to call the Greater Portland Realtors Association to find a way for us to contact all local realtors and make them aware of our web site.
- Ms. Daniels will draft a thank you note to Bayview Heights from the Board of Directors expressing thanks for the computer table and six office chairs they not only donated to Promenade Towers at no cost, but also delivered to the Office door.
- Our Holiday Party is next Tuesday, December 8, 2009.

6. The meeting was adjourned at approximately 8:15 PM.



John M. Rastl
Acting Secretary