

# Directors Meeting Minutes

## March 18, 2010

### Promenade Towers

Directors present: Michael Lincourt, Leonard Ney, John Rastl and Karen Winslow

Directors absent: Bruce Hopkins, Margie Thomsen and Jim Zafirson

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from January 21, 2010 were approved as written. Note: there was no February 2010 Directors Meeting.
3. Treasurer's Report. John Rastl reviewed the Operating account activity from January-February noting that we are \$1,984 under budget. Our Operating account balance as of February 28 was \$24,294 and our Reserve accounts total \$447,896. We now have our electric bill set up on 12 equal payments a year. Our insurance is also set up on 12 equal electronic fund transfers. These two items always made it a struggle in the first few months of the year (electricity is highest Jan-Mar and insurance came due at the same time). Now it is much easier to stay close to budget month by month. Three owners are more than 90 days behind in their monthly fees with two of those units for sale, and one of those for sale also facing foreclosure. The total amount over 90 days late is \$6,650. The Portland Water District is seeking a 3.7% increase in their rates. We are renewing our Fidelity Bond for three years at a cost of \$1,448 for \$600,000 coverage with a \$5,000 deductible. This was an increase from the previous policy of \$400,000 because of the increased size of our Reserve fund.
4. Unfinished Business:
  - a. Status of washing machine hose replacement. Mr. Rastl reported that 48 unit installs have been completed by the plumber; 24 are to be installed by the owner (15 of those have been picked up); 2 have not been scheduled due to owners being out of town; 3 will get brass caps installed (no washing machine); and 3 have to be rescheduled to allow replacing the shut-off valves. An additional 18 valves were noted as "leaky" and although they could be shut off to replace the hoses, the plumber has recommended replacement. We will send a follow-up letter out to those 18. When all units have new hoses or brass caps installed, we will have two spare sets of hoses remaining.
  - b. Update on stairwell heating improvements and EXIT signs. New digital, non-tamper thermostats have been installed for all five stairwell heaters. One of the heaters in Building 1 stairwell is not working correctly and will likely need replacing before next year's severe weather. EXIT signs have been replaced throughout the building with efficient LED illuminated signs.
  - c. Update on lower driveway catch basin repair. Jim Zafirson reported by email that Dig Safe should be here at the end of next week, the new basin is on order and work will be completed the first week of April, weather permitting.
  - d. Lighting replacement in the Library. Mr. Zafirson said he was not happy with the lights installed, that the bulb is down so low that it glares in your eyes. He would like to look at another fixture so the bulb will be recessed above the ceiling height much like those in the Lobby or ground floor by the elevators. Board members and owners/residents all looked at the lights with some agreeing with Mr. Zafirson and some considering the light was OK as is. We agreed to try another type fixture that everyone will like.

e. Update on trash room/closet flooding. Mr. Zafirson reported by email that when the contractor comes to repair the catch basin he will give us some suggestions about what can be done about adding drainage in this area.

f. Update on gutter downspouts. Rick Lank has ordered longer downspouts for the two garages with gutters. They will extend down to the driveway with a 90-degree elbow and short extension to release water on the blacktop toward drains. He should be installing those next week.

g. Water leaks from last big storm. Mr. Zafirson reported by email that we had 3 sliders leak. He is assuming that the water tanks were faulty on #228 and #224, but is not sure on #158. He will have A & A Windows look at them once it warms up. The wind also caused the sealant to fail between the cap flashing on the decks and the EIFS. This is in two spots (one is above #216's living room window where a leak occurred). They can easily be repaired but requires a lift to reach the area.

h. Roof inspection. Glidden did a roof inspection last fall and found three areas in need of repair. One was repaired free the following week. We now have a quote for the other two areas. One is for \$1,263 to repair the wind damage to the roof over the lobby. The other is for time and material basis for repair, \$50 per man hour, plus material costs, plus 20%. The job was estimated as approximately two men for two days. The area needing repair is on the top of Building 2 and near the North end of the building. *A motion was made and approved to go ahead with both of these repairs as recommended and to have Pauli Daniels schedule the work as soon as possible.*

i. Noise issues update. Mr. Rastl said that last year we had a noise issue in Building 2 where no one was sure where it was coming from. After a letter was sent to several units, the noise was identified and has been reduced to everyone's satisfaction. In the last few months a similar situation occurred in Building 1 and again a letter was sent to several units where the noise might have been coming from. No recent noise complaints have been filed with Ms. Daniels.

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

- Approved Annual Financial Report to be sent to all owners (January 25)
- Approved a written Master Key Policy to be signed and filed by each person with a Master Key (February 2). All have signed except Jim Zafirson. Ms. Daniels will give Mr. Zafirson his copy to sign and keep them all on file.
- Driveway drain basin repair - \$3,200 to cut out 10' by 10' section and replace the catch basin completely (February 18)

## 5. New Business:

a. Mr. Rastl read a proposed Resolution that is a follow-on to our washing machine hose replacement. *This resolution (attached) would make owners responsible for maintaining their approved hoses and functioning shut-off valves. The Resolution was approved and will be added to the Rules & Regulations at the next revision.* After discussion of new, approved washing machine hoses being removed during a move out, Mr. Rastl said he would talk to Ms. Daniels about putting a reminder about the hoses in her checklist to review with residents prior to a move in/out. The Resolution also formally institutes a policy of Unit Inspections on an approximate three year cycle which would also provide an opportunity to catch any inadvertent replacement of hoses with unapproved types.

b. *A motion was made and approved to donate the excess furniture that is now in the Community Room consisting of a sofa, two chairs, and a coffee table.*

c. Visitors "Parking Pass" - In our January meeting, we had agreed to have the Office send out visitors/contractors "Parking Passes." No one present had received any so Mr. Rastl will remind Ms. Daniels to send them out.

6. The meeting was adjourned at approximately 7:45 PM.

A handwritten signature in black ink that reads "John M. Rastl". The signature is written in a cursive style with a large initial "J" and "R".

John M. Rastl  
Acting Secretary

1 Attachment: Board Resolution, March 18, 2010

# Promenade East Condominium Association Resolutions of the Board of Directors

March 18, 2010

*WHEREAS*, Section 4.3 of the By-Laws states that “The Board of Directors shall generally act on behalf of the Association, shall have all powers and duties necessary or appropriate for the administration of the affairs of the Association, and shall have all powers referred to in the Declaration, the By-Laws or otherwise provided under the Maine Condominium Act or the Maine Nonprofit Corporation Act”; and

*WHEREAS*, Section 6.9 of the By-Laws empowers the Board to “adopt, modify, and revoke, in whole or in part, such further reasonable rules and regulations governing the Condominium as it may deem necessary”; and

*WHEREAS*, the Association’s individual owners and many other condominium associations have experienced substantial damage due to bursting washing machine hoses; and

*WHEREAS*, the Association has purchased new, high-quality, guaranteed washing machine hoses (or brass caps if no washing machine) for each unit and these should be 100% installed and verified by April 30, 2010.

NOW THEREFORE, BE IT RESOLVED that *the following rules are hereby adopted by the Board of Directors to be added to the Association’s Rules & Regulations:*

a. Every washing machine faucet connection must be protected at all times by an easily operated shut-off valve and FloodChek brand washing machine hoses (or other brand only if approved by the Board of Directors). If there is no washing machine, brass faucet caps must be installed on the water outlets. The Association will have FloodChek hoses and brass caps available for purchase from time to time.

b. It is the unit owner's responsibility to periodically inspect the hoses and replace them if they show signs of cracking or abrasion. Periodically inspect the shut off valves and have them replaced if they do not operate freely. Purchase and install replacements if the hoses or caps have disappeared for any reason.

c. Every installation or replacement of washing machine hoses or faucet caps must be verified by the Maintenance Superintendent.

d. Unit Inspections will be conducted on an approximate three year cycle with emphasis on water heaters, washing machine hoses/caps, toilets, and similar items that have the potential for extensive damage to multiple units.