

# Directors Meeting Minutes

## May 20, 2010

### Promenade Towers

Directors present: Bruce Hopkins, Michael Lincourt, Leonard Ney, John Rastl, Margie Thomsen and Jim Zafirson

Directors absent: Karen Winslow

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from April 15, 2010 were approved as written.
3. Treasurer's Report. John Rastl reviewed the Operating Account activity from January-April noting that we are approximately \$5,000 over budget. This is due to recent big repair jobs like the driveway catch basin, roof repair and purchase of all 80 pairs of washing machine hoses. Our Operating Account balance as of April 30 was \$17,628 and our Reserve Accounts total \$461,195. Mr. Rastl said one unit, #113, was recently sold and closed last week. Another, #242 is under contract with a planned closing date of mid-June. Five owners are more than 90 days behind in their monthly fees for a total of \$10,318.
4. Committee reports. Mr. Rastl spoke on behalf of Tom Leonhardt, Social Committee chairman. He noted there is a train trip, Brunswick to Rockland planned for June 12. Details are on the bulletin board. He also said Mr. Leonhardt wanted the group's thoughts about a 4th of July picnic by the pool. After discussion, it was considered a great idea (picnic by the pool) but a bad date (4th of July) as none at the meeting would have attended due to other plans. The Board thanks Mr. Leonhardt for his volunteer work setting up social events.
5. Unfinished business:
  - a. Trash room/closet flooding status - Jim Zafirson said this problem is behind us. A drain was installed just inside the door to the trash compactor room and any water that enters is now piped into the building's drain system. Mr. Zafirson also acknowledged the outstanding workmanship by GLB Contractors on this job and the driveway catch basin.
  - b. Deck refinishing plans (16 - 1st floor decks) – Mr. Zafirson said Knowles Construction quoted us \$1,500/\$2,800 (small/large deck size) to grind the decks down to be ready for resurfacing. For approximately twice that amount they would complete the work. Mr. Zafirson described the difficulty we have grinding them down and why this has been so difficult to do in-house. On the other hand, applying the new coatings can be done in-house. Mr. Zafirson will get one additional estimate by a week from tomorrow so we can make a decision and get started in early June. The total cost for just grinding, based on the Knowles quote, would be \$34,400. He also said he would view the decks late next week to see which need to be done first, etc. Decks on #111, and #112 are known to be in the worst condition and will likely be first priority.
  - c. Lighting replacement in Library, Community Room – Mr. Zafirson said the Library ceiling is completed except for painting which will be done tomorrow.
  - d. Status of washing machine hose replacements/verification – Mr. Rastl reported that 77 units have been completed, 2 more have been picked up for do-it-yourself install and must be verified, and 2 need new valves before the hoses can be installed (total of 81 including Mr. Lank's unit). Mr. Rastl requested a 30 day waiver for unit #245 because the hose they picked up was faulty. This is a second home. The Board agreed to an extra 30 days for them to have new hose installation verified. An additional 17 valves were classified as

“leaky” and although they could be shut off and new hoses have been installed, the plumber has recommended replacement. These and the 2 that need new valves are being repaired at a rate of about three units each week (on Wednesdays). This project should be completed in early July.

e. Status of roof repairs – Mr. Rastl reported that the last of the roof repairs were completed today. While the team was here, they made a visual check for any other problems and found a few cuts along the ridge in the center of Building 2’s top level. These were repaired on the spot.

f. SkyCam on roof – Bruce Hopkins discussed the possible addition of a SkyCam from WGME, Channel 13, on our roof. He said their engineering team has been on-site and is very excited about the views we have but we are waiting to hear from their management what amount of rental income they will offer. We currently have on the roof a transmitting antenna for USM, a non-profit radio station, which pays us approximately \$350/month. *The Board concluded that any offer less than that (\$350) would be unacceptable. The SkyCam would also require mechanical stops built into the camera so that unit decks/windows could not be observed. The rental income would also include electricity usage, estimated at less than \$10 per month. Mr. Hopkins is authorized to finalize the contract with WGME.*

g. Mid-month decisions confirmed:

- Memorandum of Agreement with owners of unit to waiver Declaration, Article VIII, Section 8.5 in agreement to forward all rental income to Association until balance due is paid in full
- Approved bid from GLB Construction to install a drain at the door of the trash compactor room for approximately \$2,000
- Approved purchase of an end table for the mail room for approximately \$40

6. New business:

a. Community Room noise issues, hours, etc. We have recently had noise complaints regarding the Community Room exercise area. Mr. Zafirson led a discussion beginning with the Board’s plan to develop that area into a good fitness area that would be a desirable asset. Controlling the noise is a must to make this possible. Most fitness rooms have thick rubber mats which would help absorb the sound and vibrations. We have used the area for over a year with no issues but it seems that some newer residents are now jogging on the treadmills (much louder than walking) along with multiple users in conversation and/or music. Hours of operation are also in question. To be consistent with the rest of our Rules and Regulations the hours for now shall be 8 AM to 10 PM but no offensive sound should be heard in any other unit [see quote below from Rules and Regulations, paragraph 2.0]

*“No harmful or offensive activity shall be carried on in any unit or in the common areas and facilities nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other unit owners or occupants.”*

b. Community Room exercise equipment. Mr. Zafirson said exercise equipment in the fitness room must belong to the Association for insurance liability reasons. If a resident has equipment they wish to donate, it must (1) be approved by the Board and (2) becomes the property of the Association. There are currently too many treadmills. Ms. Daniels needs to contact owners and make sure they understand individual property can not be left in common areas and excess equipment will be disposed of (given to charity when possible). Properly registered/tagged bicycles in the bathroom area are the only exception.

c. EPA Lead Paint Requirements. A new federal regulation went into effect April 22, 2010 having to do with “any work on pre-1978 properties that disturbs a lead-painted surface must be performed by a Lead-Safe Certified firm and supervised by a Certified Renovator.” Since our building was constructed in 1975, the EPA

now assumes that any painted surface is lead-based – unless, certified testing proves otherwise. Mr. Rastl said that Pauli Daniels believes that some units have done lead paint testing and it was negative. He suggested our first step should be to get the testing done. The best outcome would be a report saying we have no lead paint; but another reason to test would be to document where lead-based paint is located and where it is not.

d. Powered tug for dumpsters. Mr. Rastl discussed the need for this and the “trial demo” being offered. Discussion followed on more cleaning and organization of the trash compactor room before ordering. The goal is to have all three dumpsters inside the room except on trash pick-up days. *The Board agreed to the trial demo with purchase to follow, if successful, at a cost of approximately \$4,295 but only after the room is cleaned and organized to a standard that will be agreed upon and completion verified by Mr. Zafirson and Mr. Hopkins.*

e. Deck cleaning. The Board discussed what to do when decks that can be observed by others need to be cleaned. We have rules about what can be on a deck and removal of snow in winter but not general cleanliness. *A motion was made that when a deck is in obvious need of cleaning, the Board will notify the owner and if it is not cleaned in a reasonable time, then the Association will do the cleaning and bill the owner. Motion was approved.*

f. Office Manager Issues: Mr. Rastl said the pool will be uncovered and cleaned on May 21 to be open for Memorial Day weekend. McGarvey Landscaping will finish spring trimming and mulch next week to also be complete before Memorial Day weekend.

g. Mr. Rastl said he has located aluminum edging (black) to be used along the mulch next to the front entrance to keep the mulch from blowing onto the front walkway. Cost would be approximately \$40 including aluminum stakes for installation. Approved.

h. Mr. Hopkins said he and a few others have recently been missing newspapers. In some cases this was over a weekend where the resident was gone and came home to find no newspapers. In another, an owner saw his newspaper on the table and when he came back a short time later it was missing. Mr. Rastl asked anyone to let the Office know as soon as possible as this can usually be tracked on video cameras if the date is known and a time range is known. Mr. Hopkins will make up a sign for the area to ask residents to treat any newspaper with a unit number on it as private property. The sign will also note that the mail room is under video surveillance.

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



John M. Rastl  
Acting Secretary