

# Directors Meeting Minutes

## June 17, 2010

### Promenade Towers

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

Directors absent: None

1. The meeting was called to order in the Community Room at approximately 7:05 PM.
2. The meeting minutes from May 20, 2010 were approved as written.
3. Treasurer's Report. John Rastl reviewed the Operating Account activity from January-May. We are approximately \$2,000 over budget due to recent big repair jobs. Our Operating Account balance as of May 31 was \$17,199 and our Reserve Accounts total \$471,053. Our workers compensation insurance is being transferred from MEMIC to Hanover Insurance for an approximate annual savings of \$500. Our building and our liability policies are also with Hanover. Mr. Rastl said two units, #158 and #242, recently sold and closed. Three owners are more than 90 days behind in their monthly fees for a total of approximately \$4,500. Two owners that were the most in arrears have paid their accounts in full in the last few weeks (approximately \$8,000).
4. Landscape Committee report. Margie Thomsen reported on recent landscaping changes: plants in pots by main entrance, aluminum edging to keep mulch in place, and flowers and mulch at the Building 2 stairwell entrance. She said the committee had met this morning and established some long-term goals for our landscape. The committee's goals are that the plantings vary in height, color and texture, be pleasing to the eye year-round and require the least amount of maintenance. The committee identified the three areas that most need improvement and they will work on one of these areas each spring or fall. She said the first area to be worked is by the main entrance and our new lighted sign. Members of the committee in addition to Ms. Thomsen are Gunnel Hansen, John Rastl and Judy Hill (summer resident).
5. Unfinished business:
  - a. Deck refinishing plans – Mr. Zafirson said we now have two quotes, one from Knowles Construction and one from ICS. The Board has agreed to go with Knowles due to their superior plan for removal of old deck surfacing. Start of work depends on availability of Knowles. That may also drive whether we are able to get all 16, or just 8, decks completed this summer. Knowles will grind the surface and then Rick Lank and a helper will caulk the edges and put down two applications of the coating. Mr. Zafirson expects Knowles to start the second week in July, doing about two decks per day. The owner of #115 requested that her deck not be done till August or 2011 if possible.
  - b. Trash compactor room cleanup – Mr. Zafirson said that Rick Lank had cleaned the room and organized his equipment and tools to the point the Board had agreed to order the electric dumpster tug for a trial. He said we will have at least one dumpster outside, perhaps two, but they will not be in plain view of people entering that lower driveway and coming in the mail room entrance.

c. SkyCam on roof – Bruce Hopkins discussed the addition of a SkyCam from WGME, Channel 13, on our roof. He said their management has agreed to a proposed monthly fee of \$360.00 and we just need to get a contract signed. He has sent them a draft contract. One of the provisions of the contract is that the SkyCam would require mechanical stops built into the camera so that unit decks/windows could not be observed. Mr. Hopkins also added that T-Mobile is in the process of adding equipment on our roof. There is no additional footprint but about twice the electronics which shows their commitment to staying. US Cellular is negotiating their contract with our Association and, as usual, wants to lower their fees. Mr. Hopkins said our position is that we have the best site in the city and we are very easy to get along with; however, we do not agree with any reduction in fee rates.

d. Status of washing machine hose replacements/verification – Mr. Rastl reported that 80 out of 81 units have been completed. The last one will be complete next Wednesday along with the last 3 valves that were classified as “leaky.” This project should then be complete on June 23, 2010. Mr. Rastl gave thanks to Ms. Daniels for the work she did scheduling the water shut-offs and the coordination between the affected residents and the plumbers. He noted it might sound easy but he observed how much work was involved. She just made it look easy.

e. Community Room exercise equipment. Mr. Rastl said Pauli Daniels had contacted the owners of excess exercise equipment left in Community Room. At least one will remove their equipment. When we then decide what remaining equipment should be disposed of, we will give the original owner(s) an additional opportunity to take it back before having it picked up.

f. Mid-month decisions confirmed:

- Approved approximately \$1,500 to clean hall carpets
- Approved renewal of landscape/snow plowing contract with John McGarvey for another year at the same price as last year

6. New business:

a. Birds nesting in garages. Mr. Rastl said owners that park in the garage across from main entrance have complained of birds that roost/nest in the garage making a mess on their vehicles. Rick Lank had suggested stuffing a little insulation in the (empty) cavity and then spraying expanding foam to seal the opening. After discussion, the Board agreed that Mr. Zafirson should talk to Mr. Lank about sealing the areas.

b. Office Manager Issues - Pauli Daniels:

- Carpets will be cleaned on Monday, June 21
- Pool heat is on and the temperature will be turned up tomorrow, Friday, June 18
- Ms. Daniels is making calls to try to identify and get quotes from companies that can/will do lead paint testing of our building to find out to what extent, if any, that we have to comply with new EPA rules. Mr. Hopkins asked that she keep a record of the calls she is making.

- Request that residents park between lines (only a few offenders) and that motorcycles and bicycles should be parked in front of the vehicle only
- She has asked our landscape contractor for an estimate to add additional crushed stone along side Building 1 on the pool side (outside the bathrooms and office)
- Air conditioning maintenance is ongoing each Tuesday
- Hall windows. Keep closed at night and monitor in case of rain. If you open them, please be responsible to close them. Water damage to walls can happen fast

7. 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