

# Directors Meeting Minutes

## August 19, 2010

### Promenade Towers

Directors present: Michael Lincourt, Leonard Ney, John Rastl and Jim Zafirson

Directors absent: Bruce Hopkins, Margie Thomsen and Karen Winslow

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from July 15, 2010 were approved as written.
3. Treasurer's Report. John Rastl reviewed the Operating Account activity from January-July. We are approximately \$6,000 over budget which includes the \$3,000 we spent for all new washing machine hoses. He said we just received a refund of approximately \$2,800 as a result of our switching insurance companies for workers compensation coverage. That refund will be reflected in next month's report and should make us look closer to budget. Our Operating Account balance as of July 31 was \$26,139 and our Reserve Accounts total \$461,429, down due to the \$17,200 spent to grind down decks in preparation for resurfacing. Three owners are more than 60-90 days in arrears for a total of approximately \$4,400 past due. These three owners had interest added to their overdue balance plus the late fee this month in accordance with the revised late fee policy passed last month.
4. Unfinished business:
  - a. Deck refinishing plans – Mr. Zafirson said that Knowles Industrial Services started grinding the 1<sup>st</sup> floor decks in mid July and after they were complete, Rick Lank applied two coats of the new polyurethane coating. All eight, of the Building 1, 1<sup>st</sup> level decks, are now complete. All are now in great condition, with a consistent color and appearance like the 2<sup>nd</sup> level decks. Two owners expressed their thanks for the excellent job of resurfacing of their deck. Mr. Zafirson said we will plan to do the same thing to the eight decks on the 1<sup>st</sup> level of Building 2 next summer.
  - b. SkyCam status – The WGME, Channel 13, SkyCam is now installed on our roof and operational. You can often see it on the Channel 13 weather report or you can see it 24/7 by going to [wgme.com](http://wgme.com) and clicking on the "Skycams" link on the left side of the page. Their lease payment for the roof space will add \$360 per month to our Reserve account.
  - c. Lead paint testing – Mr. Rastl said Atlantic Environmental Services conducted testing 27 and 28 July on a 30 percent sample of each type unit, 1-bedroom, 2-bedroom, and 3-bedroom as well as the common areas to satisfy the EPA. No lead paint was found anywhere in the building. We will get a final report and a certificate stating no lead paint was found in testing. We will send copies of the certificate to each owner. We did find a few instances of lead in other materials such as ceramic tile. Those do not pose any health threat unless they are broken up such as would be the case in a renovation. We will notify each of the owners where lead was present in materials and put a copy in the unit files.
  - d. Unit inspection status – Mr. Rastl said the Board had planned to start unit inspections after the March meeting but we had waited to first complete installing the new washing machine hoses and

replacing bad valves. That is all now complete, but we are in prime construction season and want to allow Mr. Lank full time to work on outdoor projects like resurfacing decks. We will start unit inspections in the fall/winter and after they are complete will follow up on water heaters that are past the maximum age and have not been replaced.

5. New business:

a. The draft Notice for the Annual Meeting and the Proxy were reviewed and approved for distribution to owners. They will go out next week to meet the guidelines of not more than 20 days prior or less than 10 days prior to the Annual Meeting on September 8, 2010.

b. Lightning arrest repair – Mr. Zafirson said we had asked our roofing contractor for an estimate to repair lightning arrest cables on the roof. In several places they were disconnected, probably due to all the construction work done in 2006 and 2007. The estimate came in as \$24,000. Mr. Zafirson and Mr. Lank walked the roof and they couldn't understand why the estimate was so expensive. They purchased several cable clamps and reconnected the separated cables themselves at a cost of only \$24. He said it doesn't seem to be a water intrusion issue. He also noted that the tallest objects on the roof are the cell phone antennae which are all grounded. Mr. Zafirson is scheduled to meet with the roofing contractor tomorrow afternoon to discuss the estimate for work.

c. Office Manager Issues. Pauli Daniels spoke on the following issues:

- Screen replacements – She is waiting to get a cost estimate for replacement screens
- Pool fence damage – One of the persons picked up for damaging our pool fence is being charged by the District Attorney. We have provided the repair bill to be used in prosecution. The defendant is also barred from coming onto our property.
- Island View Apartments storm damage – Ms. Daniels is trying to get to the correct city official to complain about the lack of repairs to roof and siding on several buildings across from Building 2.
- Floor plans – we have had several requests for floor plans for the units. We have masters but they were large blueprint size. We are having them scanned so we can post them on the website so that they can be viewed and/or printed by anyone.
- Gravel outside office – we have an estimate to remove grass/sod and add gravel outside the office/Building 1 for approximately \$1,000. Since it is so late in the year it was suggested to postpone this work till next spring.
- Noise incident, July 16 – Several residents complained of noise late in the night at a particular unit that appeared to be having a party. A letter was sent to the resident (this being a first offense) reviewing allowable noise and condominium living.

6. The meeting was adjourned at approximately 7:30 PM.



John M. Rastl  
Acting Secretary