

# Directors Meeting Minutes

## December 2, 2010

### Promenade Towers

Directors present: Gunnel Hansen, Bruce Hopkins, Michael Lincourt, Leonard Ney, John Rastl and Jim Zafirson

Directors absent: Karen Winslow

1. The meeting was called to order in the Community Room at approximately 7:05 PM.
2. Proof of Notice. John Rastl displayed a written notification that was mailed to all owners and was postmarked November 17, 2010.
3. Minutes of the October 21, 2010 meeting were approved as written.
4. Treasurer's Report. Mr. Rastl reviewed the Operating Account activity from January-November. He said we are approximately \$4,500 over budget but that he expects by year end to be a little closer to our budget. Our Operating Account balance as of November 30 was \$31,267 and our Reserve Accounts total \$492,143. Only two owners are more than 90 days in arrears with a total of under \$5,000. We have filed a lien and started collection procedures against one of these. Mr. Rastl said the owner has written a letter of explanation with a plan to catch up starting in January. And lastly, he noted that there not being two-thirds of the members present to reject the 2011 budget adopted by the Board at the October 21, 2010 meeting, it is automatically ratified.
5. Social Committee report. Chairman Tom Leonhardt reported that the Holiday Party planning is well underway for next Tuesday, December 7, 6-8 PM. He also said the Committee is looking at a date and theme for a social gathering in the spring with more information to follow.
6. Unfinished business.
  - a. Jim Zafirson reported that one of the rooftop vent caps for the dryers was damaged by wind during a storm and now could allow water to get into one of the building's utility shafts. It will be replaced Friday, December 3, at a cost of \$525. He will also look at stopping air drafts coming in alongside the vent and entering the utility shafts. If this replacement works out well, we would look to replace all the others.
  - b. Ceiling repair in Unit #212. Mr. Zafirson said we had been waiting to finish the deck repairs on Unit #221 before repairing this ceiling damaged by a previous water leak. Pauli Daniels said the deck repair was completed earlier this week. Mr. Zafirson and Ms. Daniels agreed to look at the needed repair in #212 tomorrow morning [Friday, December 3, 2010].
  - c. The only mid-month decision confirmed was the unanimous email approval of \$1,957 for Knowles Industrial Services Corp. to complete repair of #221's deck.
7. New business:
  - a. A memo will go out next week explaining that Rick Lank is no longer an employee. At a Board member's request, the memo (attached) was read to be a part of the minutes. Mr. Zafirson then explained that the Board is looking at different options to replace Mr. Lank. The Board is making a list of requirements and finding that what we need seems to be more custodial and less maintenance. He said we want to step back and


assess our needs. He went on to say that we are not in a rush and don't need to be; we want to do the right thing. Mr. Zafirson noted that when Mr. Lank moved out, he left many personal items behind in his unit and in Association closets and the maintenance room. He thanked John and Judith Rastl for their work at separating and disposing of these items. An owner asked what would happen to the unit that Mr. Lank had occupied and Mr. Zafirson replied that there are three options: (1) let the replacement employee use it like Mr. Lank had; (2) rent it out; or (3) turn it into a furnished "Guest Suite" that could be rented for a small daily fee to guests of owners. However, no matter which option is chosen, it needs to first be completely renovated.

b. Office Manager issues – Pauli Daniels discussed the following items:

- Garage roof power washing was completed by one of the companies that put in a bid to do windows. They did an excellent job for \$475 and the garage roofs look like new.
- We asked for bids to do window cleaning and got three. Ms. Daniels selected the one she thought best with one of the considerations being that the boss is also the one doing the work. We have had mostly very good reviews of their work.
- We also asked for and received three bids to do snow removal other than plowing. That includes near the doors, behind the cars where the plow can't get, the stairs and the sidewalks. We have selected one company here in the neighborhood and will be billed on a per storm basis.
- Emergency electrical and plumbing call numbers. Ms. Daniels said that Brian's Plumbing and Electrical will not do emergency call outs on the weekend, etc. While emergencies needing a plumber or electrician are very rare, she feels we should have someone that can be called and will respond. We have a couple names/numbers but the Board needs to decide if we start depending on a new company for emergency calls, should they also get all the regular business as well. Brian understands this is a possibility.
- Phone at the front door has been repaired. Mr. Rastl said when being "buzzed in," visitors tend to hold onto the phone while trying to open the door and in the process pull/jerk on the phone cord. After the door "buzzes" there is no need to hold the phone. You have 5 seconds to open the door regardless of whether the phone is in your hand or hung up in its cradle. Also, you cannot have any conversation after the buzz so holding the phone is both unnecessary and useless. However, the Board agreed that we can't possibly train every visitor so the long term answer is a longer cord which has been requested from the company that services the phone.

c. When people use grocery carts to bring things in or out of the building, they should only use the Service Entrance. The doors there can be pinned open to allow easier entry/exit with the carts. Please do not try to maneuver the grocery carts in/out of the mail room doors. Doing this is difficult because the doors are so close together, cannot be pinned open and it easily damages the new aluminum and glass doors.

8. The meeting was adjourned at approximately 7:35 PM.



John M. Rastl  
Acting Secretary

One Attachment: Letter dated December 2, 2010, Notice of Employee Change

Promenade Towers  
340 Eastern Promenade  
Portland, Maine 04101

December 2, 2010

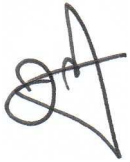
To: Owners and Residents

Subject: Notice of Employee Change

The purpose of this memo is let you know that Rick Lank, our maintenance superintendent for many years, has left Promenade Towers. The Board had met in private executive sessions with Mr. Lank to address some performance issues and after discussing some options, Mr. Lank chose to move on. We do not have a forwarding address for Rick at this time.

The Board is assessing our requirements and networking for leads. In the interim, we have made plans to continue needed services. If you see something that needs attention please call the Office and tell Pauli or leave a message.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jim Zafirson', with a stylized, looped design.

Jim Zafirson  
President