

Directors Meeting Minutes

January 20, 2011

Promenade Towers

Directors present: Gunnel Hansen, Bruce Hopkins, Leonard Ney, and John Rastl

Directors absent: Michael Lincourt, Karen Winslow and Jim Zafirson

1. The meeting was called to order in the Community Room at approximately 7:00 PM. John Rastl noted that Mike Lincourt was out of town in Florida, Jim Zafirson was out of town on business, and Karen Winslow was working till 9:30 PM this evening. He thanked Len Ney who drove down from the Bangor area to attend the meeting and who was planning on returning after the meeting's conclusion to beat the forecast snow storm. Without Mr. Ney's effort, we would not have had a quorum and could not have conducted the meeting.

2. The meeting minutes from December 2, 2010 were approved as written.

3. Treasurer's Report. Mr. Rastl said that a formal report of the Association's finances as of December 31, 2010 is required by our By-Laws and will be sent out to each owner within the required 90 days. He said that in summary, the Operating Account ended the year approximately \$850 over our annual budget. Expenses from our Operating Account included several roof repairs, new washing machine hoses for each unit, a driveway drain replacement, a new drain installed in our maintenance room, and lead paint testing. Our Operating Account balance as of December 31 was \$20,897 which was within \$100 of our ending balance in 2009 and our Reserve Accounts now total \$501,487. Major expenses from our Reserve Account in 2010 were grinding of the Building 1, first level decks and the Waste Caddy. Three owners are more than 90 days in arrears with balances of \$715, \$1,365 and \$3,740. These three owners have interest [18% rate] added to their overdue balance plus the late fee each month.

4. Unfinished business:

a. Roof vent replaced. The cap on one of our roof vents (clothes dryer) had been damaged in an earlier storm. Mr. Zafirson supervised its replacement on December 3 and found a large gap on the sides of the cap's collar where it attaches to the vent stack. This had been allowing cold outside air (and possibly some water) into the utility shaft that runs behind the bathrooms (behind sink/toilet/bath). He secured the cap in the center most position and then foamed the remaining open areas on both sides. We have asked HVAC for a quote to do the remaining 13 (16 total) in the same manner including the foam sealant. Cost is approximately \$500 per vent.

b. Ceiling repair in #212. Mr. Rastl didn't have an update on the status of this item. We will check with Mr. Zafirson and report at the next meeting.

c. Removing water from back of garage across from main entrance. We evidently had too much heat tape in the pipe running across the ceiling toward the gutter exit. Where the heat tape overlapped itself/touched and during times with no water being pumped, it became hot enough to short it out. Then, the water froze in the pipe, plugging it up. Our new maintenance man, Joe Coyne,

had taken the old sections apart enough to understand what happened and is now gathering the parts to rebuild it. Wherever there is more than one section of the heat tape it will be separated by clips.

d. Mid-month decisions confirmed for the record. On January 1, the Board unanimously agreed in writing to hire Joe Coyne.

5. New business:

a. New Maintenance Custodian position. We are proud to announce that Joe Coyne began work on January 2, 2011. He is a local with a sister and brother-in-law owning one of the building's condos. He retired from the United States Post Office after 27+ years where he held a maintenance position and is also a Navy veteran. The position will now be part-time with hours of 7-1 Tuesday through Thursday and 7-11 on Friday. Mr. Coyne will not reside in the building and is not in an "on-call" status. Any resident/owner that notices something that needs attention should call the Office and tell Pauli Daniels or leave a message. If it's an emergency call Ms. Daniels, Mr. Rastl, Mr. Zafirson, Bruce Hopkins or any other Board member. Telephone numbers are listed on the bulletin board and our web site.

b. Fitness Room.

- 1) Discussion followed beginning with the question of whether the Board and the owners/residents wanted a Fitness Room for the Association. All present agreed this was a desired amenity that, like the swimming pool, would either benefit the individual through use or add to the overall value of each unit.
- 2) Next the point was made and agreed to that the current location in the Community Room is totally unacceptable due to noise that can be heard in Building 1, first level units.
- 3) Len Ney supported building a Fitness Room but was concerned that at some point in the future we may not have an Office manager who is also a concerned owner and we may not have such active participation as we now have from some of our Board members. In that case, we may want/need an apartment for a live-in manager/maintenance person. He considered we should leave that option available.
- 4) We then concluded that the only two locations suitable for the Fitness Room or a manager's apartment are the current Unit 101 (next to the Office) or the area that is now the underutilized men's and women's locker rooms/bathrooms/saunas. Both areas are approximately the same square footage and both have water and drain access along the wall near the centerline of the building.
- 5) Previous discussion of using Unit 101 as a "Guest Suite" and rental unit were discussed with pros and cons. Mr. Rastl said a one-bedroom, one-bath ground floor apartment with no separate access and no garage would not bring in a significant rental income. He added that because we have the good fortune to have the rental income from antennas on the roof, any additional income from a rental would be taxed at 34% federal plus state and that would be after utilities (that are part of other common areas). The Guest Suite was preferred to a rental unit but all preferred the Fitness Room to the Guest Suite. The Board and all attendees were polled and it was unanimously agreed that a Fitness Room was preferred over a Guest Suite

- 6) Bruce Hopkins reviewed the options summarizing that the “quickest” and the “least expensive” option to the Fitness Room would be to use Unit 101. We still have the locker room bathroom area that could be converted into an exercise room in the future or a one-bedroom apartment. Windows would have to be added to the locker room area for either option. This would minimize cost for what we want now but preserve the option for an apartment if needed in the future.
- 7) Leaving or removing the current bedroom wall was discussed. The consensus was that the wall should remain, leaving the current bedroom for stretching, yoga, tai chi. Flooring in this area could be a less expensive type than being considered for the primary area. What to do with the current kitchen was undecided but included closing it off. Mr. Rastl said that Jeff Sherman, #116, had volunteered to help plan a layout once we have decided on a location and he would also help procure commercial grade equipment if desired.
- 8) *A Motion was made and agreed to convert Unit 101 into a new Fitness Room. Several details are still undecided but the decisions of “if” we are going to have one and “where” it will be located are resolved.* Mark Rockwood and Einar Juhlin both volunteered to help with cleaning and painting.

c. Stairwell heaters issue. Mr. Rastl discussed problems with stairwell heat. The Building 1 stairwell’s heater near the third level is not working to capacity. It was looked at last year and we were told it couldn’t be repaired. We need to replace it with a new one like we put in the Building 2 stairwell at the third level. This will become a priority for Mr. Coyne after he completes the work described in paragraph 4.c. above. In addition to that problem, Mr. Rastl said we can’t keep the 5th level warm (50 degrees is the goal) when we have a storm like a Nor’easter with high winds and cold temps. He believes that when the stairwell soffits were rebuilt by Trend, they added larger ventilation openings to avoid the condensation issue in the original construction. This results in more cold air finding its way in on such days. After we replace the bad heater, we need to look at supplemental heat at the top level. We are currently using portable heaters as needed on those days. The center stairwell doesn’t have this problem.

d. Office Manager Issues. Ms. Daniels spoke on the following issues:

- 1) Authorized towing. There are three people that have been designated, in writing, to call Tardiff for towing of vehicles. They are Ms. Daniels, Mr. Rastl and Mr. Zafirson. Tardiff will not respond to calls from anyone else. If anyone other than those three calls and has a vehicle towed, they will be personally responsible for the cost of towing and possibly storage charges.
- 2) Private property stored in common areas. Recently a “snow tube” was found inside the Building 1 stairwell. No private items can be stowed/displayed/left in common areas anywhere in the building with the exception of bicycles that are registered and then only in areas designated for their storage. Other items found will be stored and if not claimed, they will be disposed of.
- 3) The fireplace was serviced and repaired this week. We have had problems with the wiring that seemed to cause intermittent operation. This appears to be resolved.

- 4) Emergency numbers for plumbing and electrical. Ms. Daniels contacted an electrician and a plumber who will respond to emergencies for the Association. She will make up a list of these plus the elevator company etc. and give to each Board member in case of emergencies.
 - 5) Contractor parking at lower level driveway. In the past year we have increasingly had a problem with contractors doing unit renovations parking in the lower parking area by the Service Entrance for the entire work day. When they are asked to move, they have sometimes parked in front of a fire hydrant near the end of Building 1, or at the end of Building 1 blocking snow plowing in winter and the designated car wash spot in summer. *A motion was made that the lower driveway cannot be used for parking (other than in garages). The area by the Service Entrance should be used for loading/unloading, deliveries, moves, or short service calls. Beyond that, contractors should move their vehicle after loading/unloading to either the main entrance uncovered parking, the upper parking lot or on-street parking. Motion was approved and will be added to the Rules and Regulations.*
 - 6) Snow Parking Bans. Ms. Daniels asked everyone to please watch for snow storms this time of year if you have a car that is not garaged. Our grounds contractor will not plow the lower portion of the main entrance lot if a vehicle is parked there. This leads to return visits which inevitably cost the Association money and/or many hours of Ms. Daniels' and Mr. Coyne's time trying to contact the owner to get the car(s) moved. In the end, cars will be towed if necessary [only one so far this season]. Please watch the weather and move your car the night before a big storm.
 - 7) Pool fence damage – One of the persons picked up for damaging our pool fence was charged by the District Attorney. We have received a written letter of apology which was read by Ms. Daniels and have been told that he will pay the \$188 repair and the city officials will forward it to us.
- e. An owner, #125, noted that the gutter downspout nearest their vehicle doesn't seem long enough allowing water to back into their garage space. Mr. Rastl said he will have Mr. Coyne check the problem.

6. The meeting was adjourned at approximately 8:10 PM.



John M. Rastl
Acting Secretary