

Directors Meeting Minutes

May 19, 2011

Promenade Towers

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

Directors absent: Karen Winslow and Jim Zafirson

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from the March 17, 2011 monthly meeting were approved as written. There was no April meeting.
3. Treasurer's Report. Mr. Rastl reviewed the Operating Account activity from January-April. He said we are \$3,682 under our budget. Our Operating Account balance as of April 30 was \$30,285 and our Reserve Accounts total \$530,928. Two owners are in the "way past-due" category. Balances for those two are approximately: \$5,500 and \$2,500. The former is listed for sale and the latter is in foreclosure.
4. Unfinished business:
 - a. Ceiling repair in #212 - Owner to contact Jim Zafirson when she is ready for work to be done.
 - b. Sump pump/drain in garage across from main entrance - Repairs are completed and it is working.
 - c. Nesting birds in garage across from main entrance - Covering of likely nesting spaces completed. An owner who parks there reported the problem is solved.
 - d. Main entrance phone system - Installation complete. We can now support more than one phone number per unit and cell phones with different area codes (than 207). Updates/changes can now be made from the Office computer.
 - e. Building 2 entrance door – Loud banging during last storm resolved. New door closer and rubber bumper on door frame installed.
 - f. Trash compactor serviced – Overdue service completed. No major issues found. It will be serviced on a regular basis going forward.
 - g. Fitness Room progress. Mr. Rastl reported that the walls are now primed and the popcorn is being removed from the ceiling. We have been looking at two samples of rubber flooring. One comes in rolls and is installed by professionals the other comes in 3' by 3' squares and would be a do-it-yourself installation. We also discussed the area in the bathroom where the tub used to be. Mike Lincourt suggested we leave it empty for now and see what needs we might have rather than plan and build a bench. A question was asked about bringing outside "personal trainers." After discussion the Board agreed that any "trainer" that comes on to common property must be approved/endorsed by the Board in advance. Some details of the Fitness Room were discussed such as having a scale and wipes to clean equipment after use. The Board and attendees then had an open discussion of the two proposals we had for equipment with the major difference being whether or not the cardio equipment pieces have their own TVs. Consensus was that we should get the best equipment including TVs or it will not be widely used. A recent article in a condo magazine was quoted as strongly recommending individual TVs. Equipment proposed is one of our existing treadmills plus the following:

VISION FITNESS T9800HRT TREADMILL WITH TV	1
VISION S70 SUSPENSION TRAINER ELLIPTICAL W/ TV	1
VISION FITNESS R70 RECUMBENT BIKE WITH TV	1
TORQUE FITNESS TQ5 MULTI-GYM	1
BODY SOLID GF121 ADJ FLAT TO 90 DEGREE BENCH	1
SET 5-50 LB RUBBER HEX DUMBBELLS	1
BODY SOLID 3-TIER DUMBBELL RACK # GDR363	1
2 X 6 STRETCHING MAT	2
65 CM FITNESS BALL	1
55 CM FITNESS BALL	1

5. New business:


a. Construction season project priorities:

- 1) Bldg 2, first level decks (8). Knowles (Industrial Services Inc) will grind the decks to bare concrete (at a cost of \$17,200) and Joe Coyne will caulk and apply two coats of Sonoguard. The grinding process will begin next week.
- 2) #221's deck will receive a top coat of Sonoguard after winter repairs
- 3) Pauli Daniels will get an estimate to clean the Community Room/Library windows (inside and out) and the hall windows on each level (inside of all and outside of those that open).
- 4) Ms. Daniels will set up our annual common area carpet cleaning with Eastern Carpet.
- 5) Our cleaning company will do a special cleaning of the Community Room floor. It was agreed that all the exercise equipment must be removed before cleaning. Previous owners will be offered the option to take it or it will be donated or disposed of. We are keeping the one treadmill by the windows to go in our new Fitness Room.
- 6) Dryer exhaust vent caps replaced. Last winter we replaced one damaged dryer vent cap and Mr. Zafirson asked for a quote to do the remaining 13 but he also asked if they could find a lower profile cap like one of the others that has been replaced. He also specified how the cap is to be mounted with insulating foam filling the empty space to keep outside air from the service shafts. Ms. Daniels is to check with HVAC on this proposal so we can get the work done during the summer. Approximate cost is \$500 each (times 13).
- 7) Ms. Daniels is to call our landscaper John McGarvey and have him go ahead with the proposal to lay a gravel extension outside the Office/Building 1 (pool side). This is an area where the grass doesn't grow due to the pounding of water from decks above and it will also be wide enough that service vehicles can get close to the generator room without tearing up the lawn (when wet). Cost is to be \$1,100.
- 8) Pool shed is in need of repair and painting. We will try to do this in-house after decks are complete. An owner requested a clock be mounted on the pool shed.
- 9) A new picnic table is needed. Ms. Daniels suggested checking with the city to get one similar to those on the Prom. We are looking for one that is a non-wood product and will last and not require continual painting.
- 10) Mr. Rastl said we need to repair the access door behind the front door phone. Discussion of whether we ever need access to this area followed. We need to ask our alarm company if any of the relays inside are still active.
- 11) Mr. Rastl said that after the pool cover is removed, we will see if we need to do any tile repair. If so, we will try to have it done in June.

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

- 1) Winter plant damage. Three of the plants by the pool fence suffered some winter damage. One was dead and removed but two of the Rhododendrons [red ones] look like they will come back.
- 2) Holly shrubs along the front entrance look very poor or dying. Mr. McGarvey offered to replace them for no labor charge. We have to select what we want planted and pay for the plants themselves. The landscape committee was empowered to decide and tell Ms. Daniels what the choice(s) will be.
- 3) Most of the bikes inside the Building 1 entrance are not registered with the Office and one is slightly intruding into the normal exit path. Ms. Daniels will post a Notice in that area that all bikes must be registered with the Office to be parked in common areas. This area and the two locker rooms are the only approved indoor parking in common areas but residents must register their bikes and follow the rules.
- 4) Smart meter installation is now complete.

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



John M. Rastl
Acting Secretary