

# Directors Meeting Minutes

## June 16, 2011

### Promenade Towers

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

Directors absent: Gunnel Hansen, 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 May 19, 2011 monthly meeting were approved as written.
3. Treasurer's Report. Mr. Rastl reviewed the Operating Account activity from January-May. He said we are \$13,755 under our budget but with several large bills coming due in June and or July, he expects to be closer to our budget by the end of July. Our Operating Account balance as of May 31 was \$41,289 and our Reserve Accounts total \$540,681.
4. Unfinished business:
  - a. Update of ongoing projects by Pauli Daniels:
    1. Deck refinishing. All eight of the Bldg 2 first level decks have been caulked and one has had the new base coat applied.
    2. Dryer exhaust vent caps – no response from the contractor, HVAC
    3. Pool tile repair – Ms. Daniels will check with Christman Pools to schedule this repair on one section of tile.
    4. Window cleaning. The hall windows have been done (inside and outside of opening center windows) and we are trying to find someone to do the Community Room windows (inside and out).
    5. Community Room floor cleaning and sealing is to be done next week.
    6. Annual carpet cleaning is complete and the Office has received many compliments on how good it looks.
    7. Crushed rock next to Bldg 1 on pool side is done. Extra crushed rock that was delivered was used under the Bldg 2 overhang. The areas where the water drains from the decks now hits the rock plus it is wide enough for service trucks to get close to the generator room without tearing up the grass.
  - b. Fitness Room progress. Mr. Rastl said the construction and painting are nearing completion. Once the flooring and equipment are delivered we will have a "soft opening" and then when all details are complete we will have a "Grand Opening" in conjunction with a social event in the Community Room. We expect the Grand Opening to be about the first week in August.
  - c. Mid-month decisions. Mr. Rastl reported that the Board had called a Special Meeting on June 8 to approve the Fitness Room equipment so it could be placed on order. At that meeting, the Board approved \$16,336.70 for the equipment and \$4,650 for the flooring. The Board also approved \$1,984 for Maine Line Fence to install a chain link fence with locking gate around the gas tanks for the pool. They were vandalized twice last year letting out the gas. That costs us for the gas plus a service call to purge the lines and restart the heater. This year, since the approval, we have been hit again. This time they only turned off the gas requiring a service call. The fence should be completed in the next couple weeks.

5. New business:

a. Building 2 roof water leak. Mr. Rastl said a wet spot on the ceiling of one of #255's bedrooms led us to call the roofing contractor to check our roof above that area. They found a small amount of water that was trapped between the concrete roof and the roofing membrane (there is also a vapor barrier and insulation in between). They didn't see how the water could have gotten in and tried to use a pump to drain what was still there. They came back a few days later for another inspection and they concluded that we need vents in the roof to let any moisture/vapor escape on hot/sunny days. The vents are one-way so as to not let any water or moist air in. Jim Zafirson is checking with another source for a second opinion and also researching the proposed vents.

b. Pool decking resurfacing options. We have a proposal to resurface the pool decking which would include first repairing the existing cracks. The new surface would look like a typical "knock-down" type of "cool decking." We will reconsider this after resolving what remedy is needed for the roof.

c. Unit insulation guidelines. An owner had written the Board and asked what they can do to better insulate their exterior walls including spray foam. The first point made was that beyond the sheet rock on the exterior walls (or above the ceiling) does not belong to the owner; it is defined as "common area" and belongs to the Association [Unit boundaries are defined in the Condominium Declaration]. The Board considered that some types of additional insulation could be approved and that a Resolution should be drafted and passed that provide the owner guidelines on how to get the Board's approval for such changes and which types of insulation would and would not be approved. This would be similar to our minimum specifications (for sound transmission) for floor underlayment required with anything other than carpeting. Initial thoughts are that low-expanding spray foam would be appropriate for walls but the ceiling must use either blown-in or insulation batts so it could be shifted/moved for installation of fire sprinklers in the future. A Resolution is to be drafted for approval at a future meeting.

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

1. Pool key replacements. We ran out of extra keys for the pool and have purchased a stock of replacements that will be available for \$15 each. Pool keys should be turned over to new owners or tenants. Replacements are always needed for "lost" keys.
2. Unit window cleaning. The contractor that cleaned unit windows for several owners last year is not available till at least the fall but Ms. Daniels is looking into other reputable companies that could be recommended.
3. A new picnic table has been ordered (approximate cost of \$300) and should be in by next week.

e. Len Ney suggested we consider getting an outside bike rack to be placed on the gravel just outside the Building 1 stairwell door.

6. The meeting was adjourned at approximately 7:50 PM.



John M. Rastl  
Acting Secretary