

Directors Meeting Minutes
Promenade Towers
April 18, 2013

Present: Gunnel Hansen, Dave Mathieu, Leonard Ney, John Rastl, Margie Thomsen, Jim Zafirson

Absent: Bruce Hopkins

1. The meeting was called to order at 7:08 p.m. in the Promenade Towers Community Room.
2. Minutes from March 21, 2013, meeting were approved as written.
3. John Rastl gave the treasurer's report which was accepted as presented.
4. Mid-month decisions: none
5. Unfinished business:
 - a. Unit door kick plates
One brass kick plate with satin nickel finish (to match knockers and door handles) was available for view. *A motion was made, seconded, and passed, to order same for all unit doors.* The cost is \$25.97 each, with a possible discount for quantity. Kick plates will be installed after unit doors are painted.
 - b. Electrical upgrades and repairs
New heaters were installed in the Building One stairwell, center stairwell, and in the basement. A wire on the roof between two exhaust fans was replaced and covered with waterproof, sunproof conduit. A closet light as well as the light by the pool exit door were replaced.
 - c. Renovation photos status
No more photos will be added, as all major examples of renovations have been covered. The focus will now be on building pictures. The Board will ask Mark Rockwood Photography if it is alright to use the photographs for sales, and will also let the real estate community know that there are professional photographs available for interested clients.
 - d. Fidelity bond status
The Fidelity bond is now for \$1,000,000, at a cost of \$778 per year with a \$10,000 deductible.
 - e. Unit #112 account balance
Bank of America wanted to change locks for repossessed Unit #112. This action was not allowed, and led to e-mail communication re: balance owed the Association in the amount of \$8,191.72. B of A requested documentation in

order to pay the balance. Documentation has been sent, no response received as yet.

f. Fine structure

In accordance with the By-Laws, fines for violations can only be 10% of the unit's monthly maintenance fee. There seem to be two types of violations: ones that reoccur daily, and ones that only occur infrequently. For those that reoccur daily, our current fine structure has always been adequate when needed. However, for violations like noise, which occur only infrequently, but multiple times in a period of time (such as a year), a fine of approximately \$30 appears to be inadequate and has no impact. Consensus is that we need a change that allows higher fine amounts for multiple, repeat violations of this type. John Rastl will ask our attorney to write up something which gives a framework for discussion of a new fine structure that can be voted on at the next annual meeting.

g. Bathroom renovation update

The suggestion has been made to remove saunas and the extra inside restroom door in order to gain space. Len Ney has been exploring different mechanisms for hanging bicycles. Before investing in hanging racks, Margie Thomsen will ask Pauli to send an e-mail to all registered bicycle owners inquiring if having hanging storage would present a physical problem for them. The goal is to maximize the functional space with a minimum of renovation.

h. Amended and restated Declaration and By-Laws status

Six amendments have been added since 1995, as well as changes to the Maine Condominium Act. In addition, the wording "elect by ballot" as well as the fine structure need to be changed. All of the above will be drawn up as one updated new document by attorney Bruce McGlaufflin and will be presented for vote at the annual meeting in September. A summary of changes will be sent out to owners along with the meeting notice.

6. New business:

a. Landscape/plowing contract for next year

Two bids for all work were received, and the contract awarded to John McGarvey.

b. Security video system problems status

With a new power supply, the system is rebooting less often, but is still being watched closely.

c. New pool heater

A new pool heater has been ordered and will be installed the week of April 22. The pool will be opened mid-May, and safe for swimming by Memorial Day. As in the past, it will not be heated until night temperatures rise.

d. Pool shed renovation

Pool shed siding, trim, door and roof need to be replaced. Materials and colors are being chosen and an estimate requested.

e. Pool furniture - time to replace

The pool furniture has reached the end of its useful life. John Rastl researched what is available and might work. A sample will be ordered for inspection before any further decisions are made.

f. Vandalism

Security video recorded an incidence of vandalism to one of the bulletin boards opposite the mailboxes on March 30. In accordance with the By-Laws, the unit owner involved has been sent an invitation to the next Board of Directors meeting on May 16 to discuss this action and its consequences/fine.

g. Office Manager issues

Pauli Daniels suggested that a fee be charged for extra/additional paperwork being requested by third parties. The Board directed that she record future questionnaires etc. as well as record the time it takes to complete and return each. The Board will then take the matter under consideration, to be discussed at a future meeting.

7. The meeting was adjourned at 8:15 p.m.

Margie Thomsen
Secretary