

Directors Meeting Minutes  
Promenade Towers  
May 16, 2013

Present: Gunnel Hansen, Bruce Hopkins, Dave Mathieu, Leonard Ney, Margie Thomsen

Absent: John Rastl, Jim Zafirson

1. The meeting was called to order at 7:05 p.m. in the Promenade Towers Community Room.
2. Minutes from April 18, 2013, meeting were approved as written.
3. The treasurer's report was accepted as presented.
4. Mid-month decisions:
  - unanimous Board approval to start the pool shed renovation;
  - in response to an owner inquiry, the Board unanimously decided NOT to allow private bicycle racks in the common area (downstairs restrooms) where bicycles may be parked *if they have been registered with the office.*
5. Unfinished business:
  - a. Unit door kick plates  
80 kick plates have been ordered and will be installed after unit doors are painted.
  - b. Pool furniture status  
Two sample chairs and tables were ordered. Both chairs arrived with broken arms, and one of the tables was the wrong size. At a brief open meeting on May 3, the Board of Directors decided not to use this furniture or the supplier. The items were returned, and the Board is continuing to investigate other pool furniture options. Possibilities being looked at include furniture from NAMCO in Westbrook, or Lowery's in Berwick. Any decision was deferred until more information is gathered. The old furniture will be used in the meanwhile.
  - c. Pool shed renovation status  
Pool shed renovation is moving along without problems, and should be completed by the end of this week.
  - d. Amendment re: fines  
Association attorney Bruce McGlaulin has been asked to draft an amendment to the By-Laws regarding changes to the fine structure. Bruce Hopkins feels strongly that this should include the option of a significant fine for one-time, but egregious violations such as pulling the fire alarm.
  - e. Memo re: bicycle parking

The Board has given special permission for residents to park their bicycles in a common area, specifically the downstairs restrooms, *but only if these bicycles are registered with the office*. At present, there are approximately twenty bicycles parked there, of which only five are registered. A memo was distributed on May 7 requesting that any resident using this common area for bicycle parking register his/her bicycle with the office. As of May 16, there has been no response. The Board decided to post signs in the restrooms giving bicycle owners 30 days to comply with bicycle registration before unregistered bicycles are removed.

Unit owner Cary Smart offered to speak with some architect colleagues about suggestions/possibilities for efficiently utilizing the restroom space for bicycle parking without losing the private male and female toilets, which see a lot of use especially during the summer months. The Board gratefully accepted Mr. Smart's offer.

f. Vandalism of bulletin board

On March 30, unit owner Daniel Honan and three guests were observed on security video removing all postings from the public bulletin board and disposing of them in the trash by the elevators. Mr. Honan was invited to attend this meeting to discuss the action. After explaining his view of the incident, Mr. Honan agreed that it was an uncalled-for reaction to a perceived but non-existing slight. He apologized and assured the Board that it would not happen again. The Board thanked Mr. Honan for coming to the meeting.

6. New business:

a. Garage paving bids

Office Manager Pauli Daniels has secured three bids for paving the four metal-roofed garages. This would include sloping asphalt for proper drainage, new parking stops for all garages, and completing the main driveway repair from the water main break. Further discussion of details and any decision was deferred to the next meeting.

b. May 13 fire alarm

After the sounding of our fire alarm the evening of May 13, a majority of residents evacuated the building, making it clear that they are not aware of proper procedure for our building during a fire. This particular fire alarm was determined to be a malfunction, but for future reference, Bruce Hopkins read from page 6, Section 6.1 of the Rules & Regulations:

*"If you are in your unit and hear the fire alarm:*

- *Stay in your unit unless it's on fire. The Fire Department will use the stairwells themselves (they do not use ladders on a high-rise building). Portland Fire Department Officers have recommended that the best thing to do in our building is to stay in your unit (unless it's the one on fire, of course). Our building was built considering fire safety and is constructed of mostly nonflammable materials such as steel, concrete, brick, etc. A fire within a unit*

*should be contained within that unit as was the case in the one fire we have experienced.*

- *The firemen will notify you if they want you to evacuate the building, and this is best accomplished if coordinated by them."*

Bruce strongly recommended that everyone read the blue Rules & Regulations booklet, as it contains a lot of important information, some of it potentially life-saving.

c. Office Manager issues

The monthly pest inspection showed no pests in the building. Repair of the upper parking lot fence is being arranged. Carpet cleaning in common areas as well as window cleaning in the Community Room is being scheduled. There have again been a number of incidents of building exit doors either being propped open with such items as a stick, or being hooked open and then forgotten. If you see an open door and nobody using it, please close the door. Our building is not secure if doors are left open when not in use. Bruce suggested alarming the building's exit doors.

The trash chute has again been jammed with oversized garbage bags. Pauli reminded everyone that only small kitchen garbage bags be thrown down the trash chutes. Just because something can be squeezed through the chute opening does not mean it will travel down the chute! Anything larger than a small kitchen garbage bag, or single items such as cardboard, clothes hangers, etc. will get caught and jam the chute, causing everything above that point to back up and making a dreadful chore to clear.

As Office Manager, Pauli has been receiving non-emergency calls on her private phone as late as 10 p.m. She announced that she will no longer be taking non-emergency calls after office hours. Callers are free to leave a voicemail message on the office phone, and she will respond during regular office hours.

d. General discussion

One resident voiced concern about birds nesting in the carport ceilings across from the main entrance. Another resident stated that rusted steel bits have fallen on her car several times while parked in the garage adjacent to Eastern Promenade. Others agreed that during wind storms, rusty chicken wire from the carport ceilings flies around. It was suggested that the garage ceilings are due to have some attention paid, particularly the ones with metal roofs. Several residents and owners suggested that the Board consider installing two charcoal grills outside the pool area, of the type that are sunk into the ground as in state parks. Also that two picnic tables be set up in that area, one for each grill. One of the residents volunteered to be responsible for keeping the grills clean.

7. The meeting was adjourned at 8:26 p.m.

Margie Thomsen  
Secretary