

Directors Meeting Minutes  
Promenade Towers  
August 15, 2013

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

Absent: Bruce Hopkins, Jim Zafirson

1. The meeting was called to order at 7:05 p.m. in the Promenade Towers Community Room.

2. Minutes from the July 18, 2013, meeting were approved as written.

3. The treasurer's report was accepted as presented.

A check was received from Bank of America in the amount of \$5,988.68 re: foreclosure of unit #112. \$337 still owed and to be paid.

Only one unit owner is over 60 days in arrears, and a pay-down plan has been agreed upon with that owner to catch up within 12 months.

4. Mid-month decisions: none to report

5. Unfinished business:

a. Unit door kick plates

Kick plate installation by volunteers will start Tuesday of next week.

b. Parking stops "reserved" painting

Joe Coyne has started this project, and will continue until completed as scheduling permits. Legal unit numbers will be added at some time in the future.

c. New compactor room door

A quote has been requested from Knowles Industrial Services Corp. to cut an opening for a larger door into the compactor room. We already have a quote from Loranger Door to replace the current door with one that is 5" wider to allow for better maneuvering of dumpsters.

d. Rust on underside of metal garage roofs

There are two options for removing the rust on the underside of the freestanding garage roofs. 1. High pressure wash with no further action. This would last a few years. 2. High pressure wash followed by painting of the metal to match the underside of the old brown aluminum roof. Estimates have been requested. The old chicken wire is no longer needed and would be removed.

6. New business:

- a. September 11 annual meeting notice and agenda  
Meeting notice must be sent one week from Monday. Items on the agenda include a change in the fine structure, and approval of amended and restated by-laws (to reflect Maine Condominium Act). John Rastl has spent over 40 hours on the amended and restated by-laws, which will be printed for distribution after approved. Volunteers are needed to call owners regarding proxies being sent/delivered to the office so that the necessary 67% of owners are represented at the annual meeting.
- b. Office Manager issues  
The trash chute was jammed again last Sunday evening. This is becoming a frequent occurrence, and there seems to be a misunderstanding concerning the bag size which can safely travel down the chute. The chute has a bend toward the bottom before emptying into the compacting dumpster in the trash room, and if the bag is too large, that is where the jam begins. All trash deposited afterward piles up inside the chute until unclogged. Another cause of a jam is a stiff object such as a cardboard box or a clothes hanger - these items should never be thrown in the trash chute, but placed directly in the dumpster. To clarify the appropriate trash bag size for the chute: *it should be no larger than the plastic grocery bags from Hannaford, or approximately 8 gallons. **A fully stuffed 16 gallon tall kitchen garbage bag is too large.***
- c. Office Manager vacancy  
Two highly qualified candidates expressed interest, but with further information, both declined the position. A small volunteer committee within the Board of Directors will explore temporary service help as well as the possibility of professional property management.

7. The meeting was adjourned at 7:25 p.m.

Margie Thomsen  
Secretary