

Directors Meeting Minutes  
Promenade Towers  
October 17, 2013

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

Absent: none

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

2. Minutes from the August 15, 2013, meeting were approved as written.

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

4. Mid-month decisions: none to report

5. Unfinished business:

a. Declaration and By-Laws status

The amended and restated Declaration and By-Laws have been recorded at the Cumberland County Registry. They will be e-mailed to all owners, and hard copies will be distributed after printed and bound.

b. Exterior door replacement status

Two exterior doors have been replaced and painted. The service entrance and compactor room doors are still waiting for parts.

c. Underside of garage roofs

An estimate was obtained for waterblasting and painting (two coats) the underside of the garage roofs. At \$1,000 - \$1,500 per parking space, this would total between \$64,000 and \$96,000, which was deemed to be an unreasonable expense. The rusting chicken wire will be removed, and Jim Zafirson suggested investigating what would be involved in putting up structural fabric.

d. Committee report on property management options

Dave Mathieu and John Rastl volunteered to research options for property management. A desire by some to continue with self-management raised the question of who will be the "self"? There are no interested candidates in the building, and finding qualified outside help for this particular situation is challenging. For six weeks, John Rastl handled all office responsibilities on a voluntary basis. Office hours were by appointment only, although emergency help was always available if needed. At present, the office is staffed by temporary help via Bonney Staffing, and hours are Monday thru Friday, 9 a.m. to 1 p.m. A spread sheet was used to list and compare the benefits of self-management and professional property management. There is also a

huge amount of volunteer work that has been done by certain individuals, such as John Rastl, which in all fairness should not continue to this extent. Options for professional property management included five companies. After more detailed research, two were eliminated and one was too small, leaving two serious candidates. The Community Associations Institute (CAI) maintains a database of credentialed professionals, and has provided information and education to community associations and the professionals who support them for over 40 years. The two remaining candidate companies happen to be the only two property management companies in the State of Maine certified by CAI as an Accredited Association Management Company (AACM), which requires they have at least one Professional Community Association Manager (PCAM), three years experience, and 50% of staff with Certified Manager of Community Associations (CMCA) status. Dave Mathieu spent many hours telephoning and asking pertinent questions of condominium owners who use one of these two companies. PECA attorney Bruce McGlaufflin highly recommended either of these two companies.

Discussion followed to clarify that we would be able to keep any or all vendors we prefer to do business with, and that we would also keep our maintenance supervisor Joe Coyne.

Taking all things into consideration, Dave Mathieu and John Rastl recommended that for the benefit of the Association in the long-term, we choose R & E Associates. The Association will continue to rely on strong support and supervision from the Board of Directors, as well as volunteers in many other areas.

*A motion was made, seconded, and passed to hire R & E Associates, with contract details to be negotiated and cost not to exceed \$34,000 annually.*

## 6. New business:

### a. 2014 Budget

John Rastl presented the draft 2014 Budget. It was approved with three changes: 1. Change Security Systems Maintenance from \$3,500 to \$500. The \$3,000 difference will go into the Reserve fund. Procurement of a new video PC will then be made out of the Reserve fund. This is a net change of zero for 2014 but will continue to add the extra \$3,000 to the Reserves each year thereafter. 2. On the Projected Reserve Fund Expenditures (page 4) the line for Façade Maintenance will move the \$10,000 left into 2014 to fund WJE to do an extensive examination of the Walnut Street and North Street walls from a 135-foot lift. 3. On the same page, the line for Sprinklers will be moved right one year to 2015 & 2016. We want to make sure the façade doesn't need any major repair or recoating sooner than we planned before making big commitments to sprinkler installation. To keep pace with cost of living and inflation, Association fees will be raised by an average of \$5.60 per unit.

In accordance with the By-Laws, each owner will receive a final copy of the Budget as adopted by the Board along with an invitation to attend the

December 5 Board of Directors meeting, at which time the 2014 Budget will automatically be ratified unless rejected by two-thirds of owners.

b. Smoking area bench

The smoking area bench was stolen some time ago. A solid replacement bench, with capability of being bolted down, costs \$650. *A motion was made, seconded, and passed to purchase a replacement bench at a cost of \$650.*

c. Combined November and December meetings

In past years, the November and December meetings have been combined to allow for holiday conflicts. *A motion was made, seconded, and passed, to eliminate the November meeting, and hold a combined November/December meeting on Thursday, December 5.*

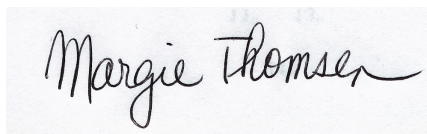
d. Incident on October 14

The owners of Unit #116 reported a disturbance which occurred around 2:30 a.m. on October 14. An individual loudly and persistently pounded on their door, demanding to be let in. The owners told him to leave or they would call the police. The individual eventually left. Security video was used to identify the offender as a neighbor and the owner of Unit #114. Dave Mathieu agreed to communicate with him. Board consideration and action may be necessary at the next Board meeting.

e. Interior glass-panelled lower lobby door (to Library, Community Room, Office, and Fitness Room)

This door was removed over the summer, but a majority of Board members and attendees asked that it be re-installed. *A motion was made, seconded, and passed to re-install the interior glass-panelled lower lobby door.*

7. The meeting was adjourned at 8:35 p.m.

A handwritten signature in black ink that reads "Margie Thomsen". The signature is written in a cursive style and is positioned above the printed name and title.

Margie Thomsen  
Secretary