

Directors Meeting Minutes  
Promenade Towers  
January 16, 2014

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

Absent: Jim Zafirson

1. The meeting was called to order at 7:00 p.m. in the Promenade Towers Community Room.
2. Minutes from the December 5, 2013, meeting were approved as written.
3. The treasurer's report was accepted as presented. The one owner who is more than 60 days in arrears is continuing with his arranged payoff schedule. John Rastl also explained that a second operating account was started at Kennebunk Savings, which is an institution preferred by R & E Associates.
4. Mid-month decisions: none to report
5. Unfinished business:
  - a. Façade inspection results and recommended actions  
This item was deferred to the next agenda when Jim Zafirson is in attendance.
  - b. Trash chute jam caused by pillows  
On December 5, 2013, the trash chute was stopped up because an owner disposed of four large pillows down the chute. Owner Barry Glew unplugged the chute, cutting his hand on some broken glass in the process. There are clearly posted signs on each level's trash chute stating all items put down the chute must be bagged, cannot exceed the size of a Hannaford plastic grocery bag, etc. in addition to this information being detailed in the Rules & Regulations. The owner of Unit 216 was observed on video putting the pillows down the chute. He has lived here for several years and should have been aware of these rules. He was invited to this evening's Board meeting to discuss his actions, but did not attend. *A motion was made, seconded, and passed, to assess the standard \$100 fine.* The Board also decided to purchase cut-proof gloves, which will be kept in the compactor room to be used by anyone having to handle the trash.
  - c. Reasonable accommodations for disabilities  
In response to a question regarding building accommodations for the disabled, Len Ney has begun doing research. He explained that the matter is quite complex, since there are differences between Federal and State laws, and charges could be brought at either level. Since we may get a request for a reasonable accommodation from an owner or tenant, the Board has determined it would be prudent to have a policy in place. Research will

continue. Input from Karen Goodwin of R & E Associates was requested, as it would be helpful to learn how other associations are addressing this issue. Len Ney provided Board members with detailed material to read. John Rastl suggested the item be revisited at the next meeting.

d. Maintenance updates including Sprint upgrade

On December 22, John Rastl discovered water in the hallway in front of Unit 152. This turned out to be due to a washing machine discharge hose having backed out of the drain pipe. The tenant was home but unaware of the problem. Home Depot had recently installed the machine, and will cover the \$670 damage cleanup cost plus needed repairs to the unit's flooring and walls. A suggestion was made to add checking the washing machine discharge hoses to the unit inspection list to make sure they are securely placed within the discharge pipe, and possibly consider a second water alarm for units' laundry rooms. Everyone presently has a water alarm by the water heater. A dripping sprinkler head in the lobby has been replaced.

Four baseboard heaters on Level 1 have been repaired.

The fitness room was found to be only 46 degrees after someone apparently turned off the thermostat by accident earlier in the day on January 3.

Fortunately this was discovered before any damage occurred. John Rastl checked video to determine who had tried to adjust the thermostat, and communicated with that person, emphasizing that no one should attempt to adjust any common area thermostats.

The fire extinguisher bracket broke off the wall on Level 4 and has been repaired.

Joe Coyne is painting the downstairs storage cages and then applying new stick-on numbers. Painting of "reserved" on the parking stops will continue in spring when the weather permits, as well as adding the parking space number to each parking stop.

Bruce Hopkins explained that Sprint has been upgrading their system from 3G to 4G with digital fiber optics. This caused considerable disruption, including exterior doors left open during freezing temperatures, and the generator room door left open. Open doors caused the control system for a pump as well as pressure gauges to freeze. The pump started to leak and had to be repaired and the gauges replaced. Sprint will be footing the bill for all damages the workers caused, and for any tools they borrowed which are still missing.

6. New business:

a. Pipe tobacco smell in common area due to propped open unit door

There was a complaint re: tobacco smell in the hallway. Len Ney will discuss the matter with the unit owner who propped the door.

b. Water pump noise

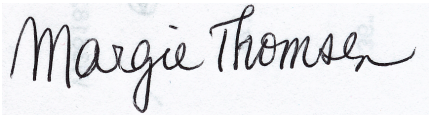
A technician was called to inspect one of the water pumps which is making excessive noise. The noise is originating with the motor. A new pump would

cost \$485 plus \$150 for shipping, plus installation. *A motion was made, seconded, and passed to replace the pump.*

c. Miscellaneous

John Rastl said that the owner of Unit 136 took it off the market in order to make renovations. Unit 255 has a contract for closing on January 24. There are no units for sale at present.

7. The meeting was adjourned at 8:06 p.m.

A handwritten signature in black ink that reads "Margie Thomsen". The signature is written in a cursive style and is placed on a light blue rectangular background.

Margie Thomsen  
Secretary