

Directors Meeting Minutes  
Promenade Towers  
April 16, 2015

Directors present: Gunnel Hansen, Bruce Hopkins, Dave Mathieu, Leonard Ney, John Rastl, and Margie Thomsen

Directors absent: Jim Zafirson

1. The meeting was called to order in the Community Room at approximately 7:00 PM. John Rastl announced that this is the last meeting for Bruce Hopkins and that we will thank him for his many years of service on the Board at a party that is being planned for May 19<sup>th</sup>.

2. The meeting minutes from January 15, 2015 were approved as written. No Board meetings were held in February or March.

3. Treasurer's Report. Mr. Rastl presented a summary of our income and expenses for January through March. Our electricity use and rate in January and February were extremely high and will probably result in being approximately \$10,000 over our budget (for electricity) by year's end. He will monitor and report status. The Operating account balance was \$42,694 and our Reserve balance was \$820,332 as of March 31, 2015.

4. Unfinished business:

a. Bicycle storage/restroom renovation. Len Ney announced completion of the bicycle storage room and renovated bathroom. He said we will invite everyone to take a five minute tour of the renovations in conjunction with our next social event. Mr. Rastl presented the Board with an itemized statement of all expenses for this project which totaled \$20,840.

b. Mr. Rastl said that the new mail boxes have been delivered and expects construction to start about May 1<sup>st</sup>. We plan to set up a temporary rack to hold the existing mail boxes and continue to use them while the new boxes are installed with sheet rock work, painting, and lighting completed. We expect approximately two weeks of construction from start to end.

c. Mid-month decisions confirmed. The Board confirmed a unanimous email decision in March to approve the Annual Financial Report for 2014 which was then sent to all owners.

5. New business:

a. Tom Wellman the President of R&E Associates was introduced and briefly discussed the loss of one of his long-time employees and Vice President Bob Keegan. Mr. Keegan has moved on to a new career opportunity but Mr. Wellman assured the Board that R&E's support of Promenade Towers wouldn't stumble and that Karen Goodwin would continue as our Property Manager.

b. The Board then discussed an incident on March 8<sup>th</sup> where a dog was brought into the building along with several visitors. A Board member went to the door and knocked just to ask them if they could hold down the noise and was met by the dog and a stranger. The Board member informed the person who answered the door that dogs are not allowed. The owners were invited to the meeting but were not present or represented. *A motion was made, seconded and approved to fine the owners \$100 for this clear violation of our Rules and Regulations.*

c. Mr. Rastl discussed damages from the winter and snow plowing including the sign at the upper parking lot, a bench and shrubs by the main entrance. He said our landscape contractor said this was his worst winter ever and that our garages were very time consuming to clear due to heavy drifts. The contractor said he would give us his renewal bid early in case we wanted to get other bids – we can anticipate a significant increase. Several Board members and visitors all expressed their thanks for this contractor’s excellent job done this winter clearing our snow.

d. Discussion of façade repairs for this summer was held for President Jim Zafirson at our next meeting. Work is estimated at approximately \$55,000.

e. Mr. Rastl discussed the possible timing to replace our elevator electronics. We would like to plan the work, which will probably take 3-4 months, to occur next winter when the fewest number of people are here. The work will require one elevator at a time to be completely out of service – perhaps 6-8 weeks for the first one. We will start work now on a Request for Proposal so it can go out in early summer, allow time for responses, then select a contractor, plus time for the winning contractor to get parts and start in October or November. The Board may want to pass some temporary rules as done by Portland House to minimize waiting times for the elevator during the project.

f. Association website. Bruce Hopkins developed and has maintained our website since 2008. With his move to Falmouth this spring we had asked for any volunteers to take over that work. Having no volunteers, we have concluded our best approach is to hire someone to build us a site using WordPress software that will allow us to maintain the site adding new information or updates as needed. This is the route used by Portland House and they recommended using that software. Digital Sky, our security company, gave us a very strong recommendation for a vendor that they use and have recommended to other customers for website development. *After discussion with this vendor we have a bid from him to build our site using WordPress, populate it with our existing site’s information and train us to maintain it. The bid was for \$2,785. A motion was made, seconded and approved to accept this proposal.*

g. Newspaper machine. The paper machine at our mailroom entrance was taken away in late March. An owner called and was told that it wasn’t profitable. The owner pleaded to have it brought back for everyone’s convenience and the newspaper’s agent eventually agreed to have it returned, at least through the summer. The lesson should be – if you want to have the machine there, use it occasionally or it will disappear again.

h. Water alarms. This week a resident reported hearing an alarm in his hall, which when investigated turned out to be one of our water alarms doing its job next to a leaking water heater. No damage was done thanks to the alarm and to the resident who reported it.

i. Croquet. Mark Rockwood displayed a new croquet set recently purchased by the Association and invited anyone to join him on Sunday afternoons after the weather warms and the lawn comes back.

j. Dave Mathieu is drafting revisions to our Rules and Regulations concerning the problems we have had with parking near the Service Entrance. He will go over the first draft with Mr. Ney and Mr. Rastl before presenting to the Board for approval.

k. Outside water/hose. The water and hose outside the Fitness Room will be turned on after freezing danger and prior to May 11<sup>th</sup> pool cover being removed. An email will be sent to residents when the hose is available for car washing.

l. Property Manager report. Ms. Goodwin discussed several water leak issues over the last few months including one that was a drain pipe leaking in the utility chase causing minor stain damage in three units. Leaks have been repaired by the plumber or the roofing company and any damage restored by R&E's maintenance personnel. She said she will be sending all residents information about window cleaning (in May) and air conditioner maintenance (in June).

6. The meeting was adjourned at approximately 8:00 PM.



John M. Rastl  
Secretary