

# Directors Meeting Minutes

## Promenade Towers

### August 20, 2015

Directors present: Gunnel Hansen, Dave Mathieu, Leonard Ney, John Rastl, Margie Thomsen and Jim Zafirson

Directors absent: None

1. The meeting was called to order in the Community Room at approximately 7:00 PM.
2. The meeting minutes from July 16, 2015 and August 7, 2015 were approved as written.
3. Treasurer's Report. John Rastl presented a summary of our income and expenses through July. We have an approximate \$20,000 balance with CMP and are bringing it down by about \$4,000 per month. Overall, he expects our end of year situation to be approximately \$10,000 over our planned budget mostly due to cold weather and excess snow removal and plowings. The Operating account balance was \$33,034 and our Reserve balance was \$855,562 as of July 31, 2015. Three owners are over 60-days in arrears with balances of: \$100, \$386 and \$1,937.

4. Unfinished business:

a. Jim Zafirson reported that he plans to meet with Knowles Industrial Services representative Tim Rich soon to review work to be done on our building's façade and take a closer look at the chalky appearance of the façade coating in some areas. He said he will report back at our next meeting.

b. Mark Rockwood reported that we had selected C Squared Systems to measure and report on the radio frequency (RF) emissions from our rooftop antennas to confirm they are safe and to establish a baseline. Measurements were taken from rooms and balconies that were selected as being the closest to the antennas. The final report verifies that exposure levels inside the building and on the patios of the top floor apartments, both measured and calculated, are well below the maximum permissible exposure levels by the FCC. The detailed report is available upon request.

c. Mr. Rastl said we are now on contract with Pine State Elevator for our Elevator Modernization Project. We are now waiting on final drawings to approve and then the parts will be put on order. We can expect to start in either December or January and the project will be approximately 4-months duration, during which we will only have one elevator available.

d. Dave Mathieu reported that we are getting estimates to paint striping in the Service Entrance to outline the area for the "Loading/Unloading Zone" which is designated for 15-minute parking. We will also have a white board inside the Service Entrance for anyone leaving a vehicle there for deliveries, moves, etc. to put their phone number and unit number so if the vehicle has to be moved we can locate the driver. Mr. Mathieu said that he has contacted owners with garage spaces near that area about the striping and other plans and has received positive feedback.

5. New business:

a. Len Ney said he has been in contact with the manager of the Wastewater Treatment Plant about recent odor problems and about their upcoming construction plans. Mr. Ney described the operation of the facility and said their improvement plans are to the open tanks we can see. These work by having

bacteria break down anything in the wastewater. Key to this operation is plenty of oxygen which is why they are always churning. The construction will make a significant improvement to the aeration levels of these tanks. To complete the work they first drain and clean the tanks which is likely what we have been smelling a few days in the last month. He said they feel the improvement work will be a big step forward towards eliminating noticeable odors.

b. Judith Rastl addressed a problem with keeping the chairs in the mail room clean. They were recently recovered due to dirt/stains and within a few weeks were dirty again. The major problem seems to be mail carriers that use the nearest chair as a bench for their containers. Our regular carrier isn't the problem but there are different substitutes each week. Ms. Rastl, as chair of the Decorating Committee, proposed buying two new chairs similar to the chairs by the game table in the front lobby. These would be easy to wipe clean and we could purchase two for approximately \$200. The purchase was approved.

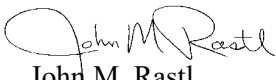
c. Mr. Rastl provided a draft of the Notice for the Annual Meeting and proxy for the Board's approval. Both were approved and will be mailed to all owners by R&E within the next week.

d. The Board reviewed an incident report from July 31. From video it was found that an unscheduled move-in occurred from 7:45 to 9:45 PM on that date. The individuals did not use the Service Entrance but instead propped open both mail room doors leaving the building unsecured. The elevators were not padded and they used articles of the move to hold the elevator open for their personal use. Their truck was parked in the 15-minute loading/unloading zone the entire time. The Association has not received a copy of the new lease with the new resident included. Board members considered this disregard for the Association's rules, security, and property to be offensive. A motion was made, seconded and unanimously approved to fine the owner \$100 for violation of several written rules. In addition, the owner will be invoiced for the normal move-in fee of \$150.

e. Mr. Rastl presented a draft of changes to our Rules and Regulations having to do with special procedures and rules during the Elevator Modernization Project when only one elevator will be available for approximately 4-months. These rules were adopted from ones used by Portland House a year ago when they did a similar project. Significant is that anyone wanting to have exclusive use of the elevator must request it and have it approved and it can only be for 15-minutes at a time. This will impact anyone moving or doing renovations the most. Also, no one can "hold" an elevator even briefly. The Board can levy fines up to \$500 for violations. A motion was made and approved to adopt these rules (attached) which will be automatically rescinded upon completion of the Elevator Modernization Project

f. Property Manager. David deBree reported that the deck of unit #124 had been cleaned by R&E, he is meeting with a couple contractors in the next few days to discuss the striping in the loading/unloading zone and he is in contact with Glidden roofing and expects to get their final report on our roof based on their examination done in late May.

6. The meeting was adjourned at approximately 7:40 PM.

  
John M. Rastl  
Secretary

Attachment  
Revision to Rules Regarding Elevator Use during the Elevator Modernization Project

## **7.2 Elevator Use during Elevator Modernization Project**

The Association has determined that the electronics and controls of our elevators need to be modernized (the “elevator modernization project”). The elevator modernization project is scheduled to begin on or about November 30, 2015, and will take as many as 16 weeks to complete. For the duration of the elevator modernization project, only one elevator will be in service and available for use by residents, contractors, movers, delivery persons, and others. Historically, contractors, movers, and others have been allowed to make exclusive use of one elevator in moving items to and from units. With only one elevator available to all users, the occasional exclusive use of the elevator needs to be formalized and limited. The following rules are intended to balance the residents’ need to get to and from their units when they want to with the occasional need of owners, tenants, contractors, movers, delivery persons, and others to use an elevator exclusively to move items to and from a unit.

(a) Except as provided herein, during the elevator modernization project no elevator may be reserved, stopped, held, or otherwise appropriated for exclusive use by anyone other than building management or an emergency service provider (e.g., EMS, fire, police). Any interference not otherwise permitted, however brief or minor, with the normal operation of any elevator will constitute a violation of this rule. The owner of a unit shall be responsible for any violation by his or her tenant, contractor, mover, delivery person, or other agent.

(b) An owner may reserve the one operating elevator for the exclusive use of the owner or his or her tenant, contractor, mover, delivery person, or other agent (the “user”) for one or more discrete 15-minute intervals (:00 to :15, :15 to :30, :30 to :45, and :45 to :00) according to the following protocol. The owner who reserves the elevator for exclusive use or in whose name or for whose unit the reservation is made shall be fully responsible for the user’s compliance with this rule. The elevator may be reserved only for periods between 8:30 AM and 11:00 AM and between 1:00 PM and 4:30 PM Monday through Friday. Any deviation from these hours must be approved in advance by the property manager (R&E Associates –207-985-9740) and may be revoked by the Board or property manager at any time. A request to reserve the elevator for one or more 15-minute intervals shall be submitted to the property manager no less than 10 days prior to the first date for which a reservation is sought. Contiguous 15-minute intervals shall not be requested or granted: under no circumstances shall an elevator be taken out of general use (except by the property manager or an emergency service provider) for more than 15 minutes at a time. Requests for exclusive use of an elevator will be granted on a first-come, first-served basis. Nothing in this rule is intended to imply that a request for exclusive use will be granted if the requested 15-minute interval is otherwise available. The safety, comfort and relative convenience of all the residents of the building, informed by management’s on-going experience with this protocol, will be the most important factor in the granting or denying of requests for exclusive use.

(c) While a user has exclusive use of the one available elevator, the user shall be required to make the most efficient use of the elevator. In furtherance of this goal, movers shall be required to stage all furniture outside of the elevator so that loading the elevator will take minimal time. Movers are also required to unload all furniture in the destination lobby before moving the furniture to its final location in order to allow the elevator to resume service to other owners and guests. Also, movers are required to have a minimum of two people in order to expedite the loading and unloading process as well as to be able to respond to an owner’s need for use of an elevator during this move in and move out process. Similarly, contractors working in a unit shall be required to stage supplies, equipment, or other materials in the Service Entrance. The property manager may at any time impose such other requirements as it deems necessary or appropriate to ensure the most efficient use of the one available elevator by a user.

(d) The Association will make every effort to keep residents apprised of reserved periods of exclusive use, including the weekly distribution of a schedule of the periods of reserved exclusive use (as of the time of preparation of the schedule) during the coming week. This schedule will be delivered by email and posted on the bulletin board if there are any such reserved periods.

The Executive Board may levy fines of up to \$500.00 upon an owner for each violation of the provisions above pursuant to Section 10.6 of the Association Declaration. Each and every instance in which an elevator is stopped, held, or otherwise appropriated for exclusive use other than in full compliance with this rule, and each and every instance in which a reserved 15-minute period of exclusive use is exceeded, will constitute a separate violation.

This rule shall automatically be rescinded upon completion of the elevator modernization project as certified by the Board of Directors.