

Agenda

Promenade Towers

Board of Directors Meeting

October 19, 2023

Directors present: Judy Katzel, Jim Gwilym, Mark Rockwood, Gregg Turley, Jeanette Haskell-Property Manager

Excused: Jim Zafirson

- 1) The meeting was called to order at 6:30 PM, by Treasurer Jim Gwilym
- 2) The meeting minutes from September 13, 2023, were approved as written.
- 3) Treasurer's Report:
 - Jim Gwilym presented a summary of our income and expenses through August. The September numbers are not yet available. The Operating account balance was \$41,541.99 and the Reserve balance was \$820,309.04 as of August 31, 2023. The monthly financial statement was approved.
- 4) Property Manager report:
 - *Review of pool fence estimates:* Board approved \$3,100 to replace 13 LF of fencing and a gate between the patio and pool area with 42" fence and gate.
 - *Cleaning of dryer vents:* The cleaning has been completed of all dryer vents in both buildings. Some vents on the lower floors, where there are fire doors, were blocked with lint buildup. Property manager will schedule cleaning the shoots on lower vents with fire doors. No fire doors were broken.
 - *Water pumps adjustments:* Pumps have been adjusted to improved water pressure on the 5th floor.
 - *Protocol for reporting elevator malfunction:* For all after-hours malfunction of elevators, residents should call the property manager, NOT the Dirigo Emergency Number. If you don't get a response, THEN call the Dirigo Emergency Number. Otherwise, the property manager will contact the elevator company.
 - *Repair of smaller issues noted in the violation notice from Portland Fire Department:* This is on hold for now pending decision about sprinkler determination.
- 5) Unfinished Business
 - *Mid-month decision:* The Board authorized in a mid-month decision (via email) on September 25, 2023 to spend \$5,250.00 to paint the 7 remaining decks/rails on the 3rd floor this fall. (One had been previously painted.) As of October 17, all work was completed.
 - *Electric vehicle charging station:* Gregg Turley met with a local company who can provide a turnkey option, and they are in the process of providing a quote.
 - *Review of e-bike storage policy:* The Board approved a new policy regarding the storage of e-bikes and the charging and storage of e-bike removable batteries, with one change: The policy should be edited to cover all forms of "personal electric vehicles" – such as electric bikes, scooters, skate boarders, one-wheels, etc.
 - *Welcome Committee update:* Mark Rockwood noted that there are currently four volunteers to participate in welcoming new owners/tenants reviewing rules/regs and

review ways and opportunities for new residents to volunteer. The Welcome Committee will also review and manage the current list of volunteer opportunities that exist and mention opportunities as part of the “Welcome Meetings” with new residents.

- *Carpet Spot-Cleaner:* After discussion, the Board opted to have the cleaning company come as needed and to use their own equipment, rather than having the association buy a carpet spot-cleaner for use by Dirigo employees or condo residents. Owners are encouraged to notify property manager when there is a spill, so it can be addressed immediately.

6) New Business

- *Review of 2024 Operating Budget:* The Board reviewed the proposed 2024 budget. Following discussion, the board decided to hold approval until Jim Zafirson is able to weigh in via email. The Board will ultimately approve the 2024 Operating budget via email and it will be sent to all residents in accordance with the requirements of our Bylaws 10 days prior to the November Board meeting, where the budget will be formally approved.
- *Air conditioner replacement strategy / owner survey:* The Board agreed to send a survey to all owners to determine how many units have working heating and cooling systems. The Board approved the survey with the changes recommended by Jim Zafirson.
- *Review of proxy for board elections:* This item was tabled and will be moved to the next Board meeting.
- *Heat controls for hallways:* The Board voted to authorize a “not to exceed” budget of \$6,000 to cover installing up to 30 controls (at a cost of \$189.00 each)
- *Defibrillator for the gym:* The Board authorized a “not to exceed” budget of \$2,500 to purchase and install an AED in the gym.
- *Repairs of EFIS –* The Board approved a budget of \$3,000 to repair damages to the coating on the walls (the EFIS) next to the external door to the pool, along with damages to deck walls in units 155 and 221.

7) Adjournment – The meeting was adjourned at 8:25 pm