Minutes

Promenade Towers

Board of Directors Meeting

May 16, 2024

6:30 pm

Directors present: Mark Rockwood, Judy Katzel, Gregg Turley, Jim Gwilym,

Excused: Jim Zafirson

Staff: Jeanette Haskell-Property Manager.

1. The meeting was called to order at 6:30 PM by Treasurer Jim Gwilym
2. The meeting minutes from the April 18, 2024 meeting were approved as written.
3. Treasurer’s Report: The Operating account balance was $61,577.32 of which $53,373.62 is Accounts Payables and Prepaid Condo Fees, the Reserve balance was $793,452.43 as of April 30, 2024. Month-to-date net income/loss of ($11,238.92) and year to date net income/loss of ($4,371.22). The Board approved the financials.
4. Mid-month Board Decisions:
	1. The Board approved $500 to digitize building blueprints. (Additional blueprints of cell tower may need to be digitized as well. Mark and Jeanette will review and determine if these should be digitized as well.)
	2. The Board approved the roll-over of a T-bill for another 30-day period.
5. Property Manager’s Report:

Board approved the Manager’s Report as presented. Here are several highlights:

* *Air Conditioner Status Survey Results.* Jeanette reported the results of the survey of residents/owners: 11 residents/owners reported their AC units are nonfunctioning; 2 residents/owners reported their units “barely work”.
* *Power Washing/Window Cleaning Quote.* The Board approved a quote of $7,850 from Clean Up Group for power washing the covered garage roofs, the areas of the both buildings where mold is forming (mostly on the EFIS of the decks and under the decks on the building surface), and for cleaning exterior windows on the building. Pricing will be provided to residents who also want their interior/exterior unit windows cleaned.
* *AC / heating Unit Cleanings for 2024.* The previous vendor is no longer available. Jeanette is getting estimates from another vendor about providing this service to unit owners who are interested.
1. Unfinished Business:
	1. *Middle Lot Lighting Options*. The Board reviewed a cost estimate for light replacement on the garage opposite the open middle lot parking. The Board agreed that all lights on all garages should be replaced – not just on the middle lot garage – for safety of all parking areas as well as consistency of aesthetics. In addition, the direction of the light should be a consideration, so the light shines down and out (not up, toward living spaces). The Board would also like to consider upgrading the interior lighting in garages at the same time.

The Board discussed contacting Efficiency Maine (EM) about rebates for switching to LED lighting. Jeanette mentioned that EM will not provide rebates to condo association purchases, which is something she learned through her work with other associations.

The Board is also considering additional security cameras at strategic locations on the property.

* 1. *Status of Operations Manual*. To complete this project by the end of summer or early fall, the Board asked Jeanette to provide a copy of the work that has been done to date so the Board can decide how best to facilitate completion. It was noted that a budget of $2,500 was set aside for this project at the onset. To date, $1,500 has been paid and $1,000 is remaining.
1. Reserve Budget 2024 – Review and Update

Discussion was tabled until June meeting. Topics moved forward:

* Review of carpet samples and estimates
* Adding two items to the reserve budget: Obtaining estimates on refurbishing the pool deck. Determining whether we need to address upper hill erosion.
1. New Business
	1. *Website updates.* Board members to provide any updates within the next two weeks. Judy Katzel agreed to work with Jeanette and our web person to provide any needed updates. Mark Rockwood agreed to take photos of the upgraded fitness room, along with photos of the new lobby décor and the new library set up.
	2. *Cloud storage*. The Board discussed the need for cloud storage to ensure association documents are in a secure place that transcends building managers, management companies and terms of volunteer Board members. Google Drive was suggested as a good and simple option. Mark Rockwood agreed to look into this option, along with resident Howard Lowell, and bring a recommendation back to the June meeting.
2. Adjournment –7:35 pm

Respectfully submitted,

Judy Katzel, Secretary