

Minutes

Promenade Towers

Board of Directors Meeting

August 21, 2025

6:30 pm

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

Excused: Kate Jackson,

Staff: Jeanette-Haskell—Property Manager

- 1) The meeting was called to order at 6:30 pm.
- 2) The motion to approve the June 26, 2025 minutes passed, with all in favor.
(There was no meeting in July, 2025)
- 3) Judy Katzel provided the following Treasurer's Report to the board:

The Operating account balance was \$64,185.19 (less \$3,571.28 in accounts payable and \$36,542.78 in prepaid condo fees). This leaves a positive balance of \$24,070.13.

The July Reserve balance was \$794,100.01. This month we transferred \$40,000 from Schwab to the reserve account to cover previously approved reserve projects and several that are upcoming.

We will be moving the least amount necessary from Schwab to our reserves to cover installation of the EV charging station in September. The total cost of this previously-approved project is \$49,775.21. We will end up paying \$9,835.04 (20 percent) and the balance will be rebated to us at the end of the project via a program through Efficiency Maine.

- 4) Jeanette provided the Property Managers Report including the following highlights:
 - 1) **Brians Electric – quote for carport light replacement-completed**
 - 2) **Quote from painters about finishing the deck railing painting – done**

- 3) Met with 207 Asphalt and Ruck Paving for quotes for repairing the middle lot and a small spot in the upper lot – **done by Ruck Paving**
- 4) Cleanup Group to wash front carport by entry – **done**
- 5) Cleanup Group –to provide quote to apply Citra-shield to exterior deck walls to remove algae – email to board for vote – **pending**
- 6) Met Knowles to provide quote for repairs to the foundation of the front entry window – waiting for quote from dirt contractor Justin LaBreck – received quote from John McGarvey – **pending**
- 7) Worked with Spectrum to provide the sports channels that were under the old contract lineup – **done**
- 5) Gregg Turley reported on the AC contractor's investigation into the excessive noise issue with some of the newly installed AC's, particularly the 2.5 ton units. The contractor made some adjustments that seems to have resolved the issue and it's "All green lights going forward" with the install schedule of more units.
- 6) Jim Zafirson briefly reported that the sprinkler system project is still in the hands of the city, waiting plan approval. Once approved, the board will learn more about the costs and be able to determine association responsibility, along with individual unit responsibilities.
- 7) The board approved, with all in favor, the following mid-month votes:
 - a) Storage Locker Policy
 - b) EV contract
 - c) Spraying of Citra-Sheild on outside deck walls
- 8) The board discussed moving forward with scheduling deck repairs. Jeanette will get a price from Knowles, along with a timeline for completion. There is currently \$30K approved in the reserve budget for the project.

- 9) The board discussed possible carport lighting needs. Normand and Judy will walk the property after dark and report our assessment/findings to the board with recommendations.

- 10) The board discussed possible solutions for when members experience extended absences, and how they could participate in monthly meetings while away. Some ideas discussed were trying a Teams call on the phone during the next meeting. Mark offered to research some tech options and will report back. The board was clear that in-person meetings will continue so unit owners can attend, but board members who cannot attend in person would be able to attend by phone, increasing attendance and consistency. The upcoming schedule for budget workshops and annual meeting was discussed, and unit owners will be notified once dates/times are confirmed.

- 11) The board voted to approve the quote of \$8340 from Brian's P&H for installation of new Rannai heaters, with all in favor.

- 12) The board approved, with all in favor, \$15,000 from reserves for foundation repair by front lobby window. The amount includes a quote from McGarvey of \$7,000, plus \$2700 for waterproofing, with the remaining amount for tree removal and contingency.

- 13) The board discussed possible changes to the current policy for who is responsible when damage occurs in a unit that is caused by a nearby unit. After discussion, all board members agreed the current policy will continue with no changes.

- 14) Jim Zafirson updated the board on the T-Mobile contract, reporting the CPI clause has been removed, along with an agreed additional \$450/month cost to T-Mobile.

15) The board approved, with all in favor, to lock in the electricity quote of .12555 for 24 months.

16) The meeting adjourned at 7:37pm

Respectfully submitted

Normand Paquin

Secretary