

Minutes

Promenade Towers

Board of Directors Meeting

March 19, 2026

6:30 pm

Directors present: Jim Zafirson, Normand Paquin (phone-in), Kate Jackson, Mark Rockwood, Judy Katzel, Gregg Turley, Jim Gwilym

Staff: Jeanette-Haskell-Property Manager

- 1) The meeting was called to order at 6:30 pm.
- 2) The motion to approve the minutes from February 12, 2026 passed, with all in favor.
- 3) Judy Katzel reported the Treasurer's Report as follows:

The Operating account balance was \$49,034.22 as of February 28, 2026. Removing \$8,492.26 in accounts payable and \$49,284.52 in prepaid condo fees, leaves us with a negative balance of - \$8,742.56.

The negative balance is due to having made our second insurance payment of \$30,000 in February, which was our first insurance payment in 2026, given that we pre-paid the initial payment in December 2025. Just like last year, the insurance company requires us to pay in three installments at the beginning of the year. Our final payment will be in April and will be \$42,838.00. We will recover from this over the course of the year.

The February Reserve balance was \$774,141.45.

- 4) Jeanette provided the board with the Property Managers Report with the following highlights:

Vehicle license plate and sticker review-if you do not have a sticker on your vehicle, it is required. Reach out to Jeanette to get one and also let her know if your license plate has been updated.

Lights in corners of carports were installed, replaced in middle lot carport under the building.

City of Portland approved the spray insulation and we can now schedule Sheetrock installation.

The board briefly discussed the drainage system.

Les Wilson was on site to quote removal of the drain lid in service entrance parking lot, need to camera drain down to drain at street service entrance due to water backing up in the line, Chris from Les Wilson will coordinate with Zoom drain. It is recommended that the drains be pumped out every 5 years and Chris will find someone who does this work.

Les Wilson and Sons is getting Jeanette a price to repair the drain cover in the lower lot, as well as the one in the upper lot. He will be getting her a price to pave those areas as well as the area in the middle lot where we had the broken pipe last year and there is only a cold patch. He will also get her a price to pave a five-foot wide strip in front of the charging stations (ADA) and replace the curbing on that side with concrete curbing.

- 5) The board discussed keeping the area around the EV Charging Stations free of too much snow, and that the plow should not be pushing snow into that area. Also discussed 2 x2 pavers being used in that area due to the muddy spring. Finally, an inquiry of whether a usage report will be part of any data collected with the new charging stations.
- 6) Edge Energy has two more AC installs and at that time they will be finishing the touch ups and final cleanup. Gregg discussed and is negotiating an annual maintenance contract with them for owners who would like. There still seems to be a cold air issue that needs to be addressed. Jim Zafirson explained the importance of some air flow (Heat/Cold), ie no mold and no pipes freezing.
- 7) Jim Zafirson provided a brief update on the sprinkler system, sharing that there is back and forth with the engineer and state. The state wants drawings for unit 226, which will be the first unit done and should provide a clearer picture of what could be involved structurally and costs.

8) The 2027 Property Management Committee discussion:

Jeanette will be retiring at the end of this year. Dirigo is providing some estimates, and Jim G is looking locally for possible candidates. Gregg is reaching out to the Portland House for any info on how they search for property managers. The committee's goal is to have something by early summer and ideally by fall we would hire someone and have them overlap with Jeanette. Jeanette is also working on a "Building Manual".

9) There were no mid-month votes.

10) The board briefly discussed Unit 241 request to extend their kitchen into the common area wall space. The owners were not present at the meeting. The board was split on whether to approve or not, but the following points were made: The common area wall space belongs to the Association, and the board has no right to give common area to owners, because the board has no right to alter this wall depth, the motion was denied. Also mentioned was the requirement to use 5/8 inch fire proof sheet rock where wall was removed. Jeanette will advise owner of the requirement.

11) Spray foam insulation completed and City of Portland inspected.

12) A brief discussion was had about changing the towing and recycling rules. However, the board agreed to not make any changes at this time.

13) Insurance risk assessment was completed and there were a few housekeeping items. Agent will receive a final report when completed and forward to us if further action required.

14) The board discussed having cameras for the upper lot EV Charging Stations. The costs provided by Digital Sky would be expensive due to Brian needing to get power up there and we would have to keep the trees trimmed. Wireless cameras with solar panels were discussed and the board agrees it makes more sense, easier to install, and much less expensive. Also discussed was the idea to have wireless cameras by the area where the kids are hanging out as well. Jeanette

will seek prices for different types of camera systems. Based on the price, the board will consider the best type of camera system to use.

15) The purchase of a new Elliptical Trainer for the gym was discussed with two options provided:

Option A: \$6383

Option B: \$4464 -this option does not connect to cable tv

It is already in the budget and the board voted all in favor for Option B.

16) Meeting adjourned at 7:23pm and went into Executive Session.

17) Came out of Executive Session at 7:30pm and motion made to contact attorney regarding further legal actions and lien placement.

18) Meeting adjourned at 7:33pm

Respectfully submitted

Normand Paquin

Secretary