



Penobscot Shores
Life with a view

Newsletter

April 2024

Upcoming Calendar of Events

- Mondays & Fridays @ 1:30 PM – Dominos
- Tuesdays 12 PM – 2 PM – Population Health
- Wednesday @ 2 PM – Hearts
- Fridays @ 9 AM - Coffee Talk (Solving the World's Problems)
- Fridays @ 1 PM – Knitting Group
- April 3 @ 3:30 PM – Parkinson's Awareness with Cassandra Walters
- April 8 @ 3 – 5:30 PM – The Total Eclipse 2024 Watch Party & BBQ
- April 9 @ 1:30 PM – Waldo County Reads in the Library
- April 10 @ 4 PM – Arts & Crafts Show
- April 15 @ 4 PM – Oh, No You Don't! Fraud & Scam Alert
- April 16 @ 4 PM – Masanobu on Piano
- April 22 @ 11 AM – Dining Committee Meeting
- April 25 @ 1030 AM – The Power of Pets
- April 26 @ Noon – PSA Board of Directors Meeting
- April 29 @ 11 AM – Budget Committee Meeting
- May 1 @ 2 PM – Ice Cream Social to Welcome New Residents
- May 2 @ 4 PM – Stroke Awareness
- May 5 - Cinco de Mayo
- May 6 @ 11 AM – Resident Meeting
- May 10 @ 10 AM – Keep Belfast Maine Beautiful Cleanup Day & BBQ for volunteers.
- May 12 – Mother's Day

John Fromer has been an amateur astronomer for 20 years. His interest in space and NASA started in the 1960s. Fromer shared his photographs with residents of distant objects including a super nova and focused much of his talk on the Total Eclipse of 2024. The excitement continues Monday, April 8 when we will have a Total Eclipse Watch Party and BBQ.



Penobscot Shores Association Resident Meeting Minutes Monday, April 1, 2024 @ 12:00 Noon in person and by Zoom

Call to order by Connie Weitowitz

Approval of Past Minutes:

- There was a motion, second and unanimous approval of the March 4, 2024 Meeting Minutes.

Director's Report: Steve

- **Waterfront Update** – Engineers Gartley & Dorsky and Farley Construction have been contacted. Will Gartley said that we do not have to have the stairs reengineers for a different material. Thatcher from Farley will be back in May after the ground dries to complete the south side.
- **Installing the Zip Line and Butterfly Park** – April Fools!
- **Cottage Domestic Hot Water Heat Pump Anode Rods** – Joe Cyr had ordered the wrong anodes and will be returning once he has the correct anodes. We did learn that the water pumps have not been flushed since they were installed; this will be added to the Preventative Maintenance List. Steve will be meeting with Maintenance to establish a schedule for all PMs items.
- **Oil Price Lock-in** @ \$3.15/gallon for 2024-02025 heating season with Maritime Energy; this is slightly lower than last year.
- **Policies to go to the Board of Directors** on April 26 – Steve reviewed the policies that were discussed at length at the March Building & Grounds Meeting.
 - Priorities on Vacancies
 - Common Areas
 - Pet Policy
 - Building & Grounds
 - Rules of Residency
 - Internal Transfer of Appliances
 - It was asked if heat pumps impact the sale price of the unit. Steve said the useful life of the heat pump compared to the value will be taken into consideration.
 - Appliance Allowances

The Policies above were briefly reviewed, and by consensus all resident present were in favor of taking them to the Board of Directors on April 26 for approval.

- **Maintenance Update**
 - Staffing – Mike Berry will be starting Monday, April 8. Mike comes to us from the Waldo County General Hospital Maintenance Department where he has been for 5 years.
 - Ocean House Door Painting – Eric and Joe have been painting the Ocean House third-floor resident and fire doors. They will work their way downstairs as time permits.
- **Dining Update** – Emerson reports that staffing is back to normal levels and hoping it will stay that way; we have new dishwasher and wait staff. He was very proud to share that the March dining numbers reached 996.
- **Sitting Area vs Dining Area** – Steve has had comments, good and bad from residents, about the furniture that was rearranged. The primary reason for rearranging was to accommodate dining, reduce the moving the tables, and to try something new. Steve asked people to keep an open mind on change.
- **Public Bathroom Renovations** – we had plans to renovate the bathrooms when we did the original renovations to the lobby, dining and sitting areas. One of the first thing that new prospects visiting ask is for directions to the bathroom. First impressions are important in marketing and sales, and it is important that we look current and not institutional. Steve will invite those interested in talking about the bathroom renovations to a future meeting.

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- **Sales & Marketing** – Steve
 - Cottage #59 – Candace Sigerson – her furniture has arrived, and she is shopping for more.
 - Cottage #13 – Kirk & Helen Newsom plan to be here next week; we are still working on remodeling the inside.
- **Activities** – Tim Waitowitz shared upcoming activities:
 - April 3 @ 3:30 – Awareness Series – National Parkinson’s Awareness Month
 - April 8 @ 3 – 5:30 PM – Total Eclipse 2024 Watch Party & BBQ at 4:30.
 - April 9 @ 1:30 PM – Waldo Reads in the Library
 - April 10 @ 4 PM – Arts & Crafts Show & Reception – Tim encouraged residents to drop off their pieces earlier in the day to be displayed.
 - April 15 @ 4 PM – Oh, No You Don’t! Fraud & Scam Watch
 - April 16 @ 4 PM – Masanobu on Piano
 - April 25 @ 10:30 – The Power of Pets

Committee Reports:

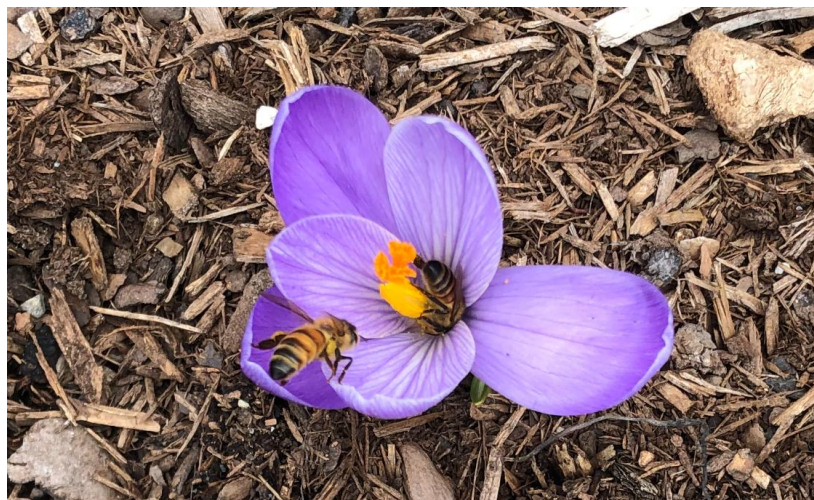
- PSA Board of Directors Meeting – Friday, April 26 @ Noon
- Activities Committee – Tim Waitowitz, Monday May 20 @ 11 AM
- Budget Committee – Monday, April 27 @ 11 AM
- Dining Committee - Kay Hunt, Monday, April 22 @ 11 AM
- Building and Grounds – Roy Moore, Monday, May 13 @ 11 AM
- Wellness Committee - Mary Kate Cole & Brenda Smith, a date has not been determined.

Old/ New Business:

- Brenda announced that she is resigning at the co-chair of the Wellness Committee.
- Maine Bicycle Coalition is interested in doing an E-Bike (battery operated) informational meeting.
- Next Resident Meeting – Monday, May 6, 2024 @ 11:00 AM

Adjournment: 11:47PM

The meeting ended with a round of “Happy Birthday” to Roy Moore; treats were available in the dining area.



BUILDINGS AND GROUNDS COMMITTEE MEETING MINUTES
Monday, March 11, 2024 @ 11:00 A.M. Ocean House—Dining Area

The meeting was called to order by Roy Moore

- Roy thanked residents for their feedback on the policies and most has been incorporated in the handouts.
- Roy emphasized that the policies below are only proposed with the idea to make this a better community. We welcome all feedback.
- There was a motion, second and unanimous approval of the **February 20 Meeting Minutes**.

New Business – Steve Bowler

- Steve talked about the **new damage over the weekend to the waterfront stairway** that Farley had put in place just last week. He is talking with Farley's about alternative stairway solutions. There was good discussion that followed. Gary Winders volunteered to draft drawings for future discussions. There was general agreement that we should have access to the water. Steve encouraged folks to send their ideas on the waterfront to the office.
- **Organizational Policies** (Exhibits) were distributed via email last week and were available to all attendees. Last fall's look at the Pet Policy opened the door to see that all our policies and standards of practice needed to be reviewed or documented. The process is to review these policies, try to get a consensus from the B&G Committee and at the Resident Meeting and then take them to the Board of Directors for approval.
 - **Priorities on Vacancies** – Steve reviewed the proposed policy; there was good discussion on the topic.
 - **Internal** – There was consensus to adopt option 2 that has the shareholder with the earliest purchase date has first right of refusal of any opening.
 - **External** – There was consensus to adopt the current practice whereby the person with the lowest Priority Waiting List number has first right of refusal on openings not taken by a current shareholder.
 - **Common Areas** – Steve reviewed the proposed policy highlighting that shareholders own 1/54 of building, capital equipment and furnishings; shareholders have use of all common areas; cottage residents have use of the grounds within 5 feet of their unit; and no personal items may be left in the common areas without B&G approval. There was consensus in favor of this policy.
 - **It was asked if Sorrentinos contract could include cleanup of the waterfront area of sticks and leaves in the spring and the fall.** Steve will look into it
 - **A couple things to add to the Pet Policy:** It was suggested not to allow dogs on long ropes/leashes without human accompaniment. Long ropes/leashes cannot be left in the yard when not in use as it poses a danger to the landscaping crew. There was consensus in favor of this addition.
 - **Building & Grounds -**
 - **Lights** – To clarify Item D: Holiday lights may be attached to the building. Flat or Down Lit solar lights not in the way of the landscaping crew are permitted with management approval. Interior window candles may be used year-round as long as not intrusive to fellow residents; candles cannot be bright Light Emitting Diode (LED). There was consensus in favor of these additions.
 - **Lawn Decorations** – The group felt no reason to change the current Item J.

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- **Bird Feeders** - In years past, there was a serious problem in the Belfast area with rats; at Penobscot Shores specifically, we had an issue with red squirrels and chipmunks getting into the attics and causing tens of thousands of dollars' worth of damage. In light of our past experience, thistle seed feeders with a catch dish and hummingbird feeders are the only permissible bird feeders. There was consensus in favor of this addition.
- **Rules of Residency** – There was a recommended addition:
 - Item 5: For safety reasons, the storing of boxes and encroaching clutter as to block windows and exits for easy exiting is not permitted. Management has the right to hire qualified organizers, at the shareholder's or renter's expense, to correct clutter or hoarding issues. If this cannot be resolved, the shareholder or tenant will be required to vacate the unit.
 - "Pet waste" was added to Item 6.
 - Item 9 – "pets" was added.
 - Item 12: "smoke free campus" was changed to "tobacco and vaping free campus".
 - There was consensus in favor of all the additions and changes.
- **List of Fixtures & Appliances** – "Garbage disposal" was removed and "microwave" was added to the policy. Garbage disposals are problematic and have clogged sewers when not properly used. We now have composting to accommodate organic materials. Management has been removing them when residents move out and not replacing non-functioning ones. There was consensus in favor of the change.
- **Heat Pumps** – Steve will revise the current policy to incorporate the Internal Transfer of Appliances below. Item 2 will be removed from the current policy.
- **Internal Transfer of Appliances** – What you see is what you get. Units are sold as is and Window Treatments are the responsibility of the shareholders. Steve will combine the Fixtures, Heat Pumps and Internal Transfer of Appliances into one policy.
- **Appliance Replacement Allowances** – There was general acceptance of the allowances. We need to add that when an appliance needs to be replaced, the shareholders may purchase a more expensive appliance and pay the difference between the allowance and the cost of the appliance. If an appliance is not deemed to need replacing, the shareholder can pay the full price of the appliances to have it replaced. If the higher price appliance breaks, the association will attempt to repair the appliance, if reasonable. If the appliance repair cost is not reasonable, the shareholder has the option of replacing the appliance with the same and again pay the difference or accept a standard appliance.
 - There was a request not to allow charcoal grills in the community, but no consensus was reached.
 - Connie was thanked for running the microphone around the room so everyone could hear comments.
 - Steve and Roy were thanked for their work on bringing these policies to the group.

Next Meeting – May 13 @ 11 AM

Adjourned at 12:49 PM to applause.

Activities Committee Meeting Minutes
March 27, 2024 @ 11 AM in the Library

Present: Tim Waitowitz, Connie Waitowitz, Court Dwyer, Sue Dwyer, Kay Hunt, Joyce Goodfield, Larry Theye, Judy Landry

3. Introduction
 - a. Tim introduced Judy Landry to the group as Program Coordinator
 - i. Brief biography/background
4. Activity Planning Review
 - a. J Landry reviewed her PowerPoint of activity sources & ideas
5. Survey Review
 - a. J Landry reviewed a survey designed to go out to the residents
 - i. It will be sent to the committee for review via e-mail.
 - ii. Changes/suggestions should be sent to Judy.
 - iii. Upon approval, it will be distributed to the residents.
 - b. Group agreed to including a section soliciting IN-HOUSE talents for presentations.
 - i. Group cited there is a "wealth of talent" here to tap.
6. Suggestions concerning Activity planning.
 - a. Transportation
 - i. Van rental via Enterprise is possible for attending distant events that have large interest.
 - ii. Kay asked if she could advertise through Judy.
 1. Agreement was reached that it is possible to do so.
 - iii. Tim recommends collecting money for transportation ahead of time, so no one is stuck paying more than expected.
 - iv. It was asked if PS and Quarry Hill vans can collaborate on transportation.
 1. Judy will look into it.
 - b. Resident Interviews
 - i. The group would like to bring that back.
 1. "This is Your Life" format.
 - a. Written interviews can be read at a story slam type of event.
 - b. His could be an IN-HOUSE event series
 - c. OTP vs. IH events
 - i. OTP = Open to Public, IH = In House (residents only)
 - ii. Judy asked about frequency of each preferred.
 1. Consensus is 1 OTP every 6-8 weeks.
 - iii. Question posed as to friends & family attending events.
 1. "Gray area" -- This issue needs to be cleared up.
 - a. Different answers given at any given time.
 2. Consensus reached that we DO want friends and family to attend.
 - a. Better audience for speaker
 - b. Perk of sharing your home w/ family
 - c. Good source of advertising
 - d. Resident MUST register the guests for the event.

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- a. Publicity
 - i. Chamber of Commerce, Free Press, YMCA, Library, Republican Journal
 - ii. OptiSign on tv by elevator
 - 1. Judy is working on using it regularly for publicity In-House.
 - 2. It could be used for photographs, birthday wishes, etc.
 - iii. Monthly flyers were acknowledged as useful, so Judy will continue with those.
- 2. Activity Committee Miscellaneous
 - a. Resident sponsors/patrons for events
 - i. Judy proposed that residents with affinity for an event can form a committee to help in the planning.
 - b. Holiday/seasonal decorations
 - i. Another gray area
 - 1. Who is responsible?
 - 2. It should not always be the person with the idea.
 - 3. Consensus reached that it should be the Activities Committee
 - a. It should be shared with admin, maintenance, Donna.
 - i. Coordinate with Donna for the decorations
 - ii. Sue proposed MAIN DOOR decorations for each season.
 - 1. Group agrees it should happen.
 - 2. Will be discussed at next meeting.
 - c. Programming
 - i. Judy is programming now for Summer and Fall
 - ii. Survey needs to go out soon and be returned rather quickly.

Next meeting: May 20. 2024



Budget Committee Meeting Minutes

March 25, 2024 @ 11 AM - Dining Room Piano Area & by Zoom

Steve Bowler called the meeting to order.

- There was a motion, second and unanimous approval of the minutes of the January 16, 2023 Budget Meeting.
- There was recognition of the Maintenance staff for their fine work clearing the snow, ice and fallen tree limbs from the weekend storm.
- **Waterfront Update – Steve**
 - All permits were accepted by the town of Belfast and the State EPA.
 - Contractor Farley Inc. – Thatcher recommended waiting to return until May because of the wet ground and rain. The stairs they had fixed were rearranged with that astronomical high tide last week. Gary Winders has put forth a possible alternative for a walkway; a small group of residents and staff will be considering and bringing ideas to the larger group.
 - Engineers Gartley & Dorsky have been contacted for possible solutions.
 - We are still waiting to hear of possible Maine Emergency Management Agency funding.
- **FY2025 Draft Operating Budget – Steve & Travis Longtin**
- Steve had a handout FY2025 Operating Budget Items of Interest
 - **Second Person Fee Proposal** - \$100 x 26 couples = \$31,200 to over budget. Proposed \$100/month – 26 people x \$100 x 12 month = adds \$31,200 to revenue. This will reduce the overall monthly expense to each unit monthly fee by \$48/month, not accounting for any other expense increases. A second person uses extra water & sewer, creates more wear & tear to the unit, use of transportation, use of on-site medical assistant, and they can attend functions and outings. On larger expenses like Unidine, a single shareholder covers a larger portion of the Common Fees than a couple who both use the services. A second person fee is a common practice at other retirement communities and ranges from \$250 to \$900. There was good discussion for and against the proposal; some suggested zero and some suggested \$500 for the second person; some suggested a cap; much was around fairness for single residents and the impact to couples. It was asked to calculate what the cost would be if it was by individual; Travis said it would be much cleaner accounting-wise to have a second person fee. The goal with the budget is to avoid future assessments.
 - **Carport Increase Proposal** - \$55 to \$75 – there has not been an increase for 6 years. There was good discussion. By vote, it was 9 for \$10 and 9 for \$20 increase.
 - **2024 Unidine Services Breakdown**

▪ Unidine Contract Annually	\$ 432,000
▪ Breakdown:	
▪ Salary, Wages, Benefits	\$ 310,800
▪ Food	\$ 54,000
▪ Admin Fees	\$ 38,400
▪ Other Direct Costs	<u>\$ 28,800</u>
▪ Total	\$ 432,000
▪ Overages for Food & Services	
▪ Roughly \$2,900/month	<u>\$ 35,000</u>
▪ Total Annual Cost	\$ 467,000
▪ There is an escalator tied to the Consumer Price Index.	

Budget Meeting Continued from Page 6

FY2025 Common Expenses Breakdown to Determine Equal Share of Common Expenses

- Operating Expenses \$ 1,928,319
- Less Operating Revenues (excluding monthly fees) \$ (407,350)
- Net Loss-Operations \$ 1,520,969
- Fuel Oil – Allocated out directly (Apts) \$ (40,000)
- Taxes – allocated our directly (Per Value) \$ (230,000)
- Expense Items (Included in monthly R/R contribution)
 - OH Bldg Repairs (Decking, Doors, Windows, Etc) \$ (26,500)
 - CT Bldg Repairs (Decking, Doors, Windows) \$ (92,833)
 - OH & CT Appliance Replacements \$ (10,000)
 - **Total Amount remaining to Allocate \$ 1,121,636**
- **Take 54 Shareholders divided into \$1,121,636 = \$20,771 each or \$1,731/month plus your taxes and contribution to the Replacement Reserve to come up with your monthly fee.**
- (The current FY2024 Budget for Common Expenses is \$19,775 each or \$1,648/month.)

- **FY2025 Replacement Reserve Proposal – Steve & Travis.** It was asked last year to come up with a plan to avoid future assessments. Most of the numbers have been reviewed and adjusted to current costs.
 - Depending on the unit, shareholders currently contribute \$2,347 to \$5,680 per year to the Replacement Reserve.
 - A 10% increase in the contribution to the Replacement Reserve each year out to FY2035 would bring the Reserve to a positive number and hopefully avoid future assessments.
 - Depending on the unit, the 10% increase means adding \$19.56 to \$47.33 per month to the Monthly Fee.

- **Monthly Fee Breakdown**

- Fuel Oil \$ 40,000
- Property Tax (before exemptions)\$ 248,883
- Common Expenses \$ 1,121,636
- R/R Contribution \$ 248,040
- Tax Exemptions \$ (18,883)
- Total Annual Expenses \$ 1,639,676
- R/R Contributions \$ (248,040)
- Total Monthly Fees **\$ 1,391,636**
 - (Net R/R Contributions)

Income Statement Expenses

- Steve reviewed the Income Statement handout line by line with a few highlights:
 - Wages & Benefits – being reviewed by Travis.
 - Purchase Services was adjusted from last year to put the Unidine contract onto a separate line item. Purchase Services includes Mechanical Services for Ocean House HVAC, Maritime Energy for cottage furnaces, oil tank inspections, DEP permits, DHHS dining fees, backflow valve inspection, elevator maintenance and much more.

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- Management Fee is a set amount in the Management Agreement.
- Electricity – we are seeing a savings from signing on with Nautilus Solar.
- Fuel Oil – current \$3.20/gal – hoping for something less.
- Landscaping – waiting for Sorrentino for a hard number.
- Building & Repairs are up due to the cost of building materials.
- Property Tax – waiting to hear what the city is going to do for a solid number.
- Total Expenses are \$1.9M.
- We want to have a break-even year to avoid paying taxes; we've had years with positive and negative bottom lines.
- Replacement Reserve contribution from sales is looking strong this year at \$207,000 on a budget of \$125,000.
- We have a Sweep Account which makes us interest on the Replacement Reserve funds in the account.

Future Meeting:

- Next Meeting is Monday, April 29, 2024 @ 11AM.

Adjournment at 12:35 PM



While most people were rained out on Maple Sunday, a few Penobscot Shores residents visited the Tuesday before and had a private tour of the Back Ridge Sugar House with Josh Knipping. The samples sure were sweet.

