



Penobscot Shores
Life with a view

Newsletter

September 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 or Not Group
- September 12 @ 11 AM – Blue Zones/Healthy Aging
- September 16 @ 11 AM – Activities Committee Meeting
- September 17 @ Noon – Juliets Luncheon
- September 17 @ 4 PM – Hymn Sing
- September 19 @ 1:30 PM – Political Cartoonist Dan Kirchoff
- September 30 @ 10 AM – Art Workshop at CMCA ?
- October 7 @ 11 AM – Resident Meeting



Happy 28th Anniversary Penobscot Shores

Over 120 residents, family members and Priority Waiting List Members enjoyed a wonderful meal, great company and music by Anni & the Rainmakers. And thankfully the rain held off until the end.

September 2024

Resident Meeting September 3, 2024 @ 11 AM Piano Area – In Person & Zoom

Call to order by Connie Woitowitz

Approval of Past Minutes:

- There was a motion, second and unanimous approval of the August 5, 2024 Meeting Minutes.

Director's Report: Steve Bowler

- Board Update
 - At the August 23 Board Meeting, items approved were Increased Unit Valuations, \$65/month carport fee & the \$100/month Additional Person Fee with a moratorium on any increase to the fee to the end of the initial Unidine contract (2028). Letters with the new rates went out last week.
 - Syrena Gatewood resigned from the PSA Board; Management Company will be proposing a replacement.
- Dining Update
 - The Dining Room will always be opened on Wednesday, Friday and Sunday. It will also be opened on days that have six or more signed up for the dining room.
 - When the Thursday Happy Hour at the Gazebo gets too cold, it will transfer to the piano area with appetizers provided by the kitchen. If we have six or more in the dining room, we will try family style dining that same evening with long tables.
 - Returnable plastic dishes will be tried in the coming weeks; if successful, it will save us on the future cost of throw-away paper and plastic containers. There is a sign-up sheet by the elevator if you would like to be a test resident.
- Maintenance Update
 - BAS – HVAC System Installation Continues – the north side is done; they are now working on the south side. Staff has been trained on the computer. Please be patient with changing temperatures.
 - Quad 53–59 Siding & Windows – Darren thinks he will be there another month finishing the project. Quad 1 – 7 siding and windows will begin next spring.
 - Northside Seawall Work – Elwell Construction will be here this week bringing material to fix our neighbor's seawall. In exchange for access, they will repair our north side seawall and build it up.
 - Streetlights – please report any lights that are not working. A sensor was replaced last time to correct the problem.
 - Composting Sawdust – residents have been great at composting. Please add a scoop of sawdust over your material to reduce flies.
 - Garden Area – the walkway project was delayed because of the lack of gravel. The guys found some gravel last week and have been busy laying it down.

Sales

- Cottage #38 closed with the Bowles on September 1.
- Cottage #1 has a Purchase & Sales Agreement with David & Judy Beebe to close November 1.
- Apartment #113 has a P&S with Barney Lutsk to close September 30; it has been painted and a heat pump is being installed.
- Cottage #36 has a P&S with the Moores to close October 1.
- Apartment #301 to be sold to the current sublessee Rhoda Waller is to close November 1.
- Cottage #3 is coming on the market today to shareholders.

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Programs & Marketing

- September 12 @ 11 AM – Blue Zones/Healthy Aging
- September 17 @ Noon – Juliets Luncheon
- September 17 @ 4 PM – Hymn Sing
- September 19 @ 1:30 PM – Political Cartoonist Dan Kirchoff
- September 30 @ 10 AM – Art Workshop at CMCA?

Committee Reports:

- Activities Committee – Tim Weitowitz, Monday, September 16 @ 11 AM
- Budget Committee – Monday, February 24, 2025 @ 11 AM
- Dining Committee - Kay Hunt, Monday, November 18 @ 11 AM
- Building and Grounds – Monday, October 21 @ 11 AM

Old/ New Business:

- Photo Display for September – Match the owners to the Pets. Send in your photo of a current or past pet to the office.
- Covid is in the community – wash your hands, cough into your sleeve and distance yourself from others.
- Thank you to the Anniversary Party volunteers for the flowers and decorating.
- Bocce Ball is today and following Tuesdays. They are planning a trip this fall to The Jack indoor bocce court in Camden.
- Susan Dupler will be having a flu shot clinic this fall; she is waiting to hear when she will have the high dose flu vaccine and will then schedule a clinic day for us.
- Happy Birthday to those born in September.

Adjournment @ 12:25 PM



A summer sail on The Charm

Penobscot Shores Association Board of Directors Meeting Minutes Friday, August 23, 2024 - Noon in the PS Library.

Board Members present: Larry Theye, Connie Weitowitz, Syrena Gatewood, Heather Shanklin and Steve Bowler. Others present in person or by Zoom: Tim Weitowitz, Kirk & Helen Newsom, Roy & Pam Moore, Brenda Smith, Barney Lutsk, Meredith Creswell, Betty Johnson, and Loriman Looke.

Agenda

Larry Theye called the meeting to order @ 12:00 PM.

There was a motion, second and unanimous approval of the Minutes from April 26, 2024.

Shareholder Comment Period – 10 minutes. Brenda, Tim, Helen, Pam, Meredith and Barney spoke on the second person fee.

3rd Quarter Financial Report – Heather Shanklin

Syrena said that she had attended the Budget meeting by Zoom and was familiar with the handout. Income from operations is up \$23,000 over budget with Meal Revenue up over budget by \$57,494. Operating expenses are under budget by \$52,304. appear to be favorable. We have a favorable bottom line excess revenue over expenses by \$75,287. The five sales this year has a very favorable impact on the Replacement Reserve in the third quarter. Heather was thanked for putting the financials together.

Upcoming Sales Report – Steve Bowler

1. Cottage #36 is closing September 30 & #38 is closing the next week.
2. Apartment #113 under contract and closing October 1.
3. Apartment #301 will close November 1.
4. Cottage #1 is now on the market
5. Cottage #3 is expected to be on the market this fall.

Major Projects - Steve

- BAS/HVAC System for the Ocean House is still underway and will before the next couple months.
- Residing & New Windows for Quad 53-59 – the project appears on budget and Steve thanked the residents there for their understanding with all the hammering. Quad 1 – 7 is scheduled to be done next year.
- Shorefront Erosion Remediation – we had Farley Construction come back to fix the washout areas. Staff planted the shorefront with creeping juniper, kinnikinnick and other native salt resistant flora.

Approval of FY2025 Proposed Budget – Steve -

- **Increase the Carport Rental** from \$55 to \$65/month – there was a motion, second and unanimous approval to accept the increase.
- **Unit Valuations** - with the help of two realtors and using the MLS the following recommendations were:
 - Apartments increase by 4%
 - Cottages increase by 7%
 - There was a motion, second and unanimous approval of the valuation increases.

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- **\$100/Month Additional Person(s) Fee (Executive Session)** - after discussion, there was a motion to have a \$100/month additional person(s) fee with a moratorium on any increase to the fee to the end of the initial Unidine contract; there was a second and vote with 4 in favor, 0 opposed, and 1 abstention. The motion passed.
- Syrena Gatewood announced that this would be her last meeting with the PSA Board. The Coastal Healthcare Alliance Board will bring forward a recommended replacement.

Next Meeting – November 22, 2024 @ Noon

Adjournment was at 1:05 PM.



28th Anniversary Party

Budget Committee Meeting Minutes August 12, 2024 @ 11 AM Dining Room Piano Area & by Zoom

The meeting was called to order by Larry Theye
There was approval of the minutes of the June 24, 2024 Budget Meeting.

- **3rd Quarter Financials – Steve & Ray Levesque** - Handouts on the Income Statement, Replacement Reserve, and Balance Sheet were reviewed.
 - **Income Statement Revenues:** meal revenues are up by over \$57,000. Unit refurbishment and enhancement is dependent on sales and is a wash with building repairs and maintenance in the expense column.
 - **Income Statement Expenses:** Wages & Benefits were down because we did not have a marketing person and two maintenance people for part of the year. Minor Equipment is appliances. Unidine is up because of increase in the number of meals taken. Fuel Oil is allocated on a monthly basis and will come back in line this summer. Landscaping is up slightly for specific work by Sorrentino for additional trees by the roadway to hide lights from the Irving Station. Property taxes are also allocated on a monthly basis. Total expenses are \$1.29M
 - **Replacement Reserve:** We are over budget by \$114,000 due to more sales than expected which gives us a very favorable Reserve Fund of \$391,148.
 - **Comparative Balance Sheet:** Total Liabilities and Shareholder Equity is \$4,572,987.
 - **Replacement Reserve:** Beginning Balance is \$589,154 with additions from Monthly Fees at \$169,118 and Sales Assessments at \$207,751. Disbursements were \$109,184, and the loan payment was \$25,706. With the sweep account interest adding \$13,478, we had an ending balance of \$845,412.
- **FY2025 Draft Operating Budget** - Handouts were the Income Statement, Replacement Reserve, Monthly Fee, Unidine Breakdown, Common Expenses, and Rate Sheet.
- **Grounds Rules – Larry Theye**
 - After a discussion period, there will be a ballot on the second person fee in your mailbox after the meeting. Your vote will be taken into consideration when the Board makes the final decision on the second person fee at their August 23rd PSA Board Meeting.
- **Replacement Reserve Additions – Steve**
 - Solar Panels on the Carport Proposal - \$50,000 – there are now USDA grants and tax incentives that should bring the price to \$25,000 with a 2½ to 3-year payback. The group was in favor of this addition.
 - Truck Replacement - \$25,000 – the old truck is needing replacement. The group was in favor of this addition.
 - Transport Vehicle Increase from \$20,000 to \$35,000; we did not purchase a vehicle this year because the trade-in was on \$6,500. The group was in favor of this addition.
 - Steve reviewed the other highlighted items for capital improvements.
- **Operating Budget – Steve & Ray**
 - Revenues – highlighted items were:
 - Meals are up by \$60,000 over last year’s budget.
 - The Carport fee is up \$10/month to \$65/month.

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- Expenses – highlighted items were:
 - Salaries and Wages which are budgeted with a full staff.
 - Unidine Contract had a separate handout with a breakdown of those expenses.
 - Fuel Oil – we contracted .05 less than last year.
 - Landscaping – Sorrentino and additional requests.
 - Building Repairs & Maintenance – much of it is offset by revenues.
 - Taxes – we will not know for certain until the end of the month.
 - Total Expenses is 1.8M.
 - Replacement Reserve – with resident monthly fee, assessments on sales and investment income it adds up to \$388,540.
 - Common Expense Breakdown – Operating expenses, less operating revenues, net loss from operations, fuel oil – half is common expense and half is divided by apartments based on square footage; taxes, minus replacement repairs equals \$1,051,108.
 - Monthly Fees – share value on apartments went up 4% and cottages value went up 7% based on conversations with two local realtors. After expenses, the monthly fee is relatively no change at 0% with some apartments seeing a \$6/month decrease to a \$10/month increase. Cottages are looking at a \$6 to \$10/month increase.
 - Second Person Fee - Steve presented background information including what other retirement communities charge; water & sewer costs per person vs per shareholder; waste removal per person; unit wear & tear; appliance usage; building repairs; transportation; Life Alert availability; and Dining Services broken down by total residents vs shareholder. There was lots of good discussion for and against the Second Person Fee. There is a ballot in the shareholder mailboxes to fill out by Thursday, August 15; the results will be shared with the Board and all shareholders. Karna & Kay agreed to count the ballots.
- **Monthly Fees** (includes Replacement Reserve) – overall range is a decrease of \$6 to an increase of \$10 a month with the second person fee. Without the second person fee, the monthly fee range is an increase of 2% or \$42 to \$58 per month.
 - **Unit Assessments** – Steve contacted two local realtors and reviewed Multiple Listing Service comparisons. We are planning a 4% increase to apartments and 7% increase to cottages.
 - The Board will decide on the FY2025 Budget at their August 23 Meeting.

Future Meeting:

- Next Meeting is Monday, January 27, 2025 @ 11AM.

Adjournment at 12:33PM

BUILDINGS AND GROUNDS COMMITTEE MEETING MINUTES Wednesday, August 14, 2024 @ 11:00 A.M. Ocean House—Dining Area

The meeting was called to order by Roy Moore

- There was a motion, second and unanimous approval of the May 13, 2024 Meeting Minutes.

New Business

- **Peace Pole Proposal** – Linda & Lou Smith gave background information with a request to have the Peace Pole they were given as a wedding present put up in the center area of our entrance. Peace Poles are all around the world and Linda thought this would be a good way to further promote Penobscot Shores and uplift our consciousness towards Peace. There is more information online. There was a motion table the idea, let the idea sink in and bring it back to the October meeting. Steve encouraged residents to send comments to his email. It was suggested to have a paper ballot on the idea. Lou and Linda were thanked for their presentation.
- **Residents mowing or taking down vegetation in waterfront common areas.** – Steve read guidelines from the Department of Environmental Protection about the importance to maintain the shorefront vegetation area to avoid future erosion; it was recommended to stay back 75 feet; Steve placed wooden markers at the 75-foot limit. Betty Johnson said that she spoke with DEP and Belfast City and said there were no restrictions on mowing yards at the waterfront – they said we must follow our bylaws. She asked that the waterfront area be mowed twice a year. Another resident noted that no one should touch the waterfront area except for Sorrentino Landscaping. Steve asked for residents to provide their information on the 75-foot setback from the shoreline and mowing that he will provide to all residents for discussion at the October meeting. Steve will check with Bobby about the additional cost for mowing the waterfront area.
- **South shore common patio sitting area proposal.** – If we plan to maintain the waterfront area, would we want to consider a patio area for folks to enjoy? Photos of possible patios were distributed. The cost of doing the area was questioned; Joy mentioned the possibility of personalized paved stones to recognize loved one that residents could purchase to help offset the cost. Others asked why we would want to have a separate area when we have the gazebo which has minimal use. There was a request for a cost estimate. Steve recognized that some ideas will float and others will not, but that should not discourage anyone from bringing ideas to this group. It was suggested to have a survey go out to residents on the gazebo use and a new sitting area.
- **Side ramps through gardens to the courtyard proposal.** – There has been a request to have better access from the main walkway in the courtyard to the side yards which would be especially helpful during our outside barbecues. Marcy, Kay and Joyce will meet with Steve to find a good access area.
- **Screens on all windows proposal.** – For aesthetic reasons, a resident proposed to require screens on all windows. There is an inconsistency with screens; they look like sloppy maintenance. Steve noted that at the Ocean House Common area, end of the halls and some side windows have no screens. Residents have asked to have screen removed to improve their view. When it rains, screens fill with water, and you can't see out at all. Some residents voiced that it should be a personal decision to have screens or not.
- **Siding Color Options** – Steve had residents ask if there were other options with siding color, and yes there are options. There is a muted green, tan or blue that could be used. This will come up at the October Meeting for further discussion.

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- **Solar Panels on carport area. Solar panels on cottages.** – Steve talked with SolarLogix about putting up solar panels on the south side of the south carport area. He mentioned USDA grant availability and tax credits. Steve will ask SolarLogix to come talk further with the group. People spoke up in favor of the project. What other options might SolarLogix have for individual apartments and cottages?

Old Business

- Front Desk Panic Button has been installed which goes to security should it ever be needed.
- Waterfront Update – the area by the gazebo has been repaired with larger stones to allow water to filter down through without pulling the soil out. Elwell Construction has not gotten permits for the neighbors seawall so access to the north side is uncertain.
- Siding Update – Darren is $\frac{3}{4}$ complete and appears to be on budget.
- Spectrum Internet Wifi in Ocean House – now in use with better reception.
- Green Initiatives - Handling garbage, recyclables, and composting - new containers are available. Some mentioned that they would prefer a smaller container. We are contacting Scrapedogs for ideas on how to mitigate the maggots in the compost bins. Tim recommended using lime.

FY2024 Project Expenditures Schedule---FYI

Item	Status	Estimated Cost
Appliance Replacement	FY2024	\$10,000
Cottage Siding Shingles, Trim, Windows, Decks	Summer 2024	\$212,583
Replace Switchgear cabinets	Spring 2024	\$18,750
Boiler & Oil Tank Replacements	Summer 2024	\$44,000
OH Building Envelope-Doors, Windows, Siding, Trim, Decks—as needed	Summer 2024	\$85,875
Install HVAC BAS Computer System	Spring 2024	\$48,000
Waterfront Repair	Spring/Summer 2024	\$15,000
Replace Windows	Summer 2024	\$33,250
Transport Vehicle POSTPONED	Spring 2024	\$20,000

Total: \$487,458

Next Meeting – October 21 @ 11 AM

Motion to Adjourn at 12:20 PM

Penobscot Shores - Dining Committee Minutes - August 27, 2024

Staff Present: Steve Bowler, Emerson DellaMattera

Residents: Kay Hunt, Nancy Perkins, Alix Sacknoff, Connie & Tim Woitowitz, Barney Lutsk, Jane Erskine, Betty Johnson, Ruth Degenhardt, Betty Johannessen, Karna Olsson, Court & Sue Dwyer, Marcy Simpson, Debbie Smith, Reggie Dyche, Muriel Willman, Kirk & Helen Newsom, Ruby Bennett, Joyce Goodfield, Muriel Willman, Rhoda Waller, Lorraine Martorana.

Chair Kay Hunt called the meeting to order at 11:02 am. Minutes of the April 2024 meeting were approved.

New Business: Emerson gave an update on the staff, including new pastry chef, LaDonna, who joins Ryan and current staff. Dawn has left. Patty, Raven, and Macey remain in wait staff positions. (*Unfortunately, Macey has since resigned*). Emerson presented monthly dining figures for 2024 to date vs. earlier years. There has been some slippage in the number of meals prepared in the last few months. Menu selections are now almost all received on time. Emerson would like to see numbers rise for in-dining room service vs. deliveries. He has some ideas that might help make this happen. Several of these were discussed, including a once-a-week special dinner preceded by Trivia or other activity. A BYOB Happy Hour one night a week with hors d'oeuvres and/or music followed by dinner at longer tables was a popular suggestion; or perhaps residents could invite a friend to dinner on a Wednesday and enter a lottery for two free meals the following week. Emerson will develop ideas for these events and schedule test runs. To no one's surprise, steak, lobster, lamb and other premium entrees always attracted additional diners.

The ongoing high number of meals delivered was discussed at length. Prior to Covid, meals were not delivered (with a few exceptions) but now they account for roughly $\frac{2}{3}$ of the number of meals prepared. Alix Sacknoff moved that deliveries cease except in cases of inability to come to the dining room. This motion was seconded by Court Dwyer but failed to pass. There were several reasons discussed for some residents' reluctance to ever come to the dining room and instead have meals delivered. Committee members can work on this and invite neighbors to dinner, especially singles and newcomers.

Note: *Since the meeting, Emerson has decided to try keeping the dining room open on Wednesdays, Fridays and Sundays, no matter what the attendance numbers are. Also, when weather puts a stop to the BYOB Happy Hour at the gazebo on Thursday evenings, that activity can move to the piano area.*

Kay thanked Marcy Simpson and Joyce Goodfield who have worked continuously on decorations in the dining room, and Sue Dwyer who uses flowers from her garden to enhance the lobby. In addition, Emerson attributed more than \$350 in savings from using produce and herbs from the garden plots.

To assist residents in the dining process, Sue Remsberg has prepared a document "**Food for Thought: How to Use the Online Menu Selection Form.**" This covers the complete process and now also includes information on protein servings and nutritional analysis of the Always Available Menu. This document has been distributed to all via email (*and is now on the PS web site*).

Emerson then introduced a new line of reusable take-out/delivery food containers which would be sterilized in

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between uses. He would like to purchase some of these but wants to do a test run first with a few residents who frequently have their meals delivered. Some attendees volunteered immediately, and Emerson will put a signup sheet on the table by the elevator to recruit more people to test this new system. It is possible to have names and unit numbers printed on each container if deemed desirable. Following use, you would rinse your containers and put them back in the delivery bag, place it outside your door, and it would be picked up the next morning by housekeeping staff. After the initial investment, this should result in long-term savings, since the average cost of meal delivery containers is now about \$1.13. More importantly, it answers Emerson's (and our) environmental goal to eliminate "single use containers" as much as possible.

In addition, we want to remind those people who dine in and usually request take-out containers for their leftovers, that you are encouraged to bring your own container(s) for this purpose.

Old Business: Court Dwyer would like to see no lower limit set for dining room usage. Emerson has not been serving meals to fewer than six people because it is not cost effective (*see earlier note – Em will now try this out W-F-Sun regardless of numbers*). All attendees agreed we need to be creative in finding ways to increase dining room attendance in the coming year.

Emerson briefly reminded us about the catering capability of the kitchen. For instance, with advance notice (put in the comments section when ordering online) soup can be purchased for \$7 a pint or \$10 a quart, desserts like pie or cheesecake for \$7 each, and cookies at a dozen for \$45.00. Special take-out orders for entrees (lasagna for instance) can be met with adequate notice.

Over time, several people have requested low-key background music with meals, but evidently this causes problems for those with hearing aids, who strongly prefer not to have music. On occasions when music has been tried, someone usually gets up from their dinner and turns it off, or asks wait staff to turn it off, or even unplugs the speakers.

Most of the food complaints/comments received from residents over the past few months have been resolved, and we appreciate Emerson's attention to these issues.

In closing, Kay proposed the need to review the Committee's initial charge from a year ago when it was revived after a long hiatus, as well as the existing stated bylaw, and is looking for volunteers to help with this.

Following a motion by Tim Woitowitz and seconded by too many to name, the meeting adjourned at approximately 12:10 pm.

The date of the next meeting has been set for Monday, November 18, 2024.

