



# November Newsletter

# The Harbor Beam

The Board will be discussing the editorial policy of the Newsletter at the next Board meeting. In the interim, this abbreviated format of the newsletter is being distributed to keep you informed about what is happening within your Association.

The Board approved the ACCO proposal for hot water distribution pump and air separator. This should dramatically improve the hot water distribution problem.

The Board directed its consultant to prepare a plan to proceed with the repair of windows and doors on the top floors which have been identified as causing leaks into units on lower floors. Preparation of a plan for recoating the building is underway and additional window testing may be necessary.

The next pet committee meeting will be held on Thursday November 10<sup>th</sup> at 6:30.

This year's holiday party will be on Wednesday December 7<sup>th</sup>. We will be decorating the tree on Monday December 5<sup>th</sup> at 9:00am and need some volunteers.

The next window cleaning will begin on November 7 and last all week long. (Weather permitting) reminder-Do not let any water/liquid drip off your balcony onto the windows and balconies below, whether it be from

watering a plant, spilling a drink or cleaning of the balcony itself. Please remind your housecleaners of this.

The 2012 Budget, reserve study and insurance renewals were approved. You will be receiving a copy of each by the end of November.

Stewart Sexton will be heading up a new Promenade design committee. The meeting will be held on Wednesday November 16<sup>th</sup> at 6:30pm. Please join the committee and become involved in these exciting new changes in your building. This meeting will be held on the Promenade.

The annual food drive will be held from November 7<sup>th</sup> thru November 18<sup>th</sup>. This benefits the local food bank in Long Beach.

#### Maintenance Reminders-

- ~Check the grout in your shower for cracks. We have had several instances of water intrusion to the units below due to this.
- ~Have the drains in your washing machine periodically cleaned out to avoid blockages.
- ~ You may want purchase a small fire extinguisher to be kept under your kitchen sink. You can purchase these at any local hardware store.
- ~If you burn food, do not open your front door to let the smoke out. This will set off the smoke detector and alarms in the hallway.

#### November Calendar

- Nov 7 Food drive begins
- Nov 7 Window cleaning begins
- Nov 9 Monthly garage sweeping
- Nov 10 Pet committee meeting
- Nov 16 Promenade design committee meeting
- Nov 18 Food drive ends
- Nov 28 HOA Finance meeting
- Nov 30 Monthly Board meeting
- December 5-Decorating the Christmas tree