

## Villa Towers Board of Directors Meeting

Monday, Sep 12, 2016

### Meeting Minutes

Bob Hellmuth called meeting to order at 5:39 pm

Roll call of Directors – Bob Hellmuth, Cathy Gill, Cathy Newman, Mike Leach, Rob Saari

Notice of meeting – Confirmed Saturday, Sep 10, 2016

Secretary – Minutes were distributed prior to the meeting. Cathy Gill motioned to accept the Aug 22, 2016 meeting minutes as distributed and amended. Seconded by Cathy Newman. All in favor. Motion carried.

Treasurer (Mike Leach) – As of Aug 31:

Operating Account: \$71,567.05

Reserve Account: \$230,132.71 (including \$14,156.70 still left over from Special Assessment)

All owners are paid up to the end of Sept., including one that had been delinquent. There are a few outstanding restoration work items but work will be less than reserve balance.

#### *Work List Items & Committee Reports –*

Fitness Room equipment – Rob Saari made a motion to purchase 3 new pieces of exercise equipment from GymSource (Jason) at the quoted price of \$6,600. Seconded by Cathy Newman. All in favor. Motion passed.

During warranty period GymSource should be contacted directly. The annual service contract options are: 2 visits/year for \$445, or once for \$220. If no service contract, the cost is \$190 for a service call. Mike L recommends not to get service contract yet. Tabling the maintenance contract.

Sprinkler Retrofit – Background provided by Bob H. Cathy G circulated a draft letter for BOD to review and provide feedback. The meeting date to officially provide the count of consents was set for Mon, Oct 24. A package to be mailed out by Sep 23, will contain BOD letter, Attorney letter, Consent form, stamped return envelope. Cathy G. will follow up with emails although forms must be returned by mail, signed by all owners. The due date for returns will be Fri, Oct 21.

BOD and Owner Meeting dates – Other meeting days, specifically the Budget meeting will be determined after Mike L consults with the Finance Committee.

Interkleen (Cathy N) – Cathy made a copy of Jiro's contract for all to review for discussion next meeting. Tabling the list for another time.

Seaweed accumulation on beach (Cathy N) – Cathy G brought up that it is time to rake the beach. This is separate from our InterKeen contract. Person will come out but needs supervision. Cathy N will call to set up beach cleaning and Rob will supervise.

Bathrooms by the pool (Tom N) – On Thu, Sep 8<sup>th</sup> a leak was discovered in bathroom: water on the floor in Men's room. It came from pipes located in the wall between the two bathrooms. One quote received to date: \$3468, which includes drywall repair, possibly baseboard repair, and resetting of toilet. There is nothing functionally wrong with toilet and sink. There is money in the reserve account for these bathrooms. Rob S will look after.

New luggage cart (Tom N) – A new luggage cart was purchased for luggage only. Older carts are still available for other uses.

Tags for mailboxes (Tom N) – New ID tags have been ordered for the white in-house mailboxes. They will only indicate unit #; not name, so they will not need changing when owners change.

New mirrors in all bathrooms (Tom N) – Mirrors that were deteriorating have been replaced.

Hurricane Shutter materials (Tom N) – All fasteners that hold shutters in place are being replace with non-rusting, plastic wingnuts. All shutters have been marked for easy placement.

New Trash Chute – The new sleeve at the bottom of the chute is in place.

Painting – Pool painting to occur this week, weather dependent. The pool water has been lowered for painting. The garbage room and Fire Room (Jiro's room) has been repainted. Tom Holt did this work.

Billiard table recovering update (Cathy N) – Recovering will be done this week.

Maintenance tracking – Kim Hetrick updating maintenance book so it's current.

*Old Business –*

KONE outstanding charges (Bob H) – Following up to letter read at Aug meeting and sent out Aug 22, Bob reported that we will need to go back and confirm what was part of the contract and what was outside of it. We contend that the elevator never worked for consecutive days and therefore was still under the contract. KONE is still sending regular bills for this charge (\$1500). No communication has arrived after the BOD's letter. Bob H will attempt to solve this amicably first.

Motion to adjourn meeting at 7:11 by Cathy G, seconded by Mike L. All in favor. Motion passed.