

Villa Towers Board of Directors Meeting

Monday, Oct 24, 2016

Meeting Minutes

A Membership meeting to address the Consent to Forego the Fire Sprinkler Retrofit preceded the BOD meeting. Separate minutes were recorded for this meeting.

Bob Hellmuth called the Board of Directors meeting to order at 5:35 pm

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

Proof of Notice of meeting – Confirmed Saturday, Sep 10, 2016

Secretary (Cathy G) – Minutes were distributed prior to the meeting. Cathy Newman motioned to accept the Sep 12, 2016 meeting minutes as presented. Seconded by Rob Saari. All in favor. Motion carried.

Treasurer (Mike L) –

Insurance rates have increased and are due. After some discussion of what is necessary and practical, Bob H motioned that we proceed with the payment of \$13,000 for \$10 million coverage (approx.). Cathy N seconded. All in favor. Motion passed. Mike L will remit payment.

A 2017 trial budget was distributed to BOD & Financial Committee for review. With careful preparation by Joe Cavagna, a fair budget was prepared and will be provided with the Budget Meeting notice.

The budget meeting was set: Nov 21st – 5:30pm. Limited Proxy and 14-day notice will be mailed by Nov 7th. Joe C will prepare the financial letter.

Accounts as of Sep. 30, 2016:

Operating Account: \$67,977

Reserve Account: \$227,474

All owners are paid in full.

Work List Items & Committee Reports –

Interkleen (Cathy N) – An updated tasks list was reviewed with Interkleen. Interkleen manager, Orlando, has determined that 8 hours/day would be required to meet the requirements. Jairo's current contract includes a 5.5 hour day; however he is willing to increase his hours. The hourly cost to Villa Towers will remain the same and the increase (more hours) has been incorporated into the 2017 proposed budget. We have agreed to a 60-day trial period beginning November 7.

Note:

- It was specified that the contract and task list was to be provided to Jairo in Spanish
- Interkleen to supervise/oversee at least once a week.
- After 60-days: Villa Towers will review quality of work and tasks provided.
- Daily hours will be 7:30 am to 4 pm. A sign-in sheet will be required and payment will only be for hours worked.
- Jairo will not be permitted to do work for anyone in the building during this time period. Any work for owners must be after 3:30pm.

Hurricane windows (Rob S) – Rob is looking into quote for high-impact windows and doors for the ground floor, based on the recent experience with Hurricane Matthew. He will request a quote for all areas and broken into sections so we have the option to complete the work in stages. Then an evaluation the pros and cons and impact on reserve budget can be done. We also have funds remaining in restoration budget.

Hurricane preparedness review post Hurricane Matthew (Cathy N) – It was proposed that we have a meeting to review hurricane preparedness and share learnings from the recent hurricane event. A meeting will be set up when window quote(s) come in to review together.

Unit 101 (Rob S) – Quotes are being gathered to update the 42-year old kitchen cabinets.

Billiard room (Bob Y) – Quotes are being gathered to consider adding cabinets/counters to create a service area in the billiard room, which is used frequently for building social events.

Men's Restroom – Repairs and replacement of damaged items is underway with a \$500 est. for materials.

Landscaping (Bob H) – Various costs and methods tried over the years were reviewed with no clear cut good resolution for the required investment. This was tabled until more information can be gathered from our landscaper and possibly nearby BODs.

Elevator Refurbishing (Cathy N) – The work will be starting on Nov 7 and will take two weeks. One elevator down at a time. A notice to owners will be posted next week. The service elevator will be done first.

North & West Door Awnings (Cathy N) – Quotes are being obtained to replace the awnings that were recently damaged in Hurricane Matthew.

North Door Handles (Tom N) – New handles have been ordered. They will not corrode or pit. The previous handles were damaged during storm prep because one of handles had to be sawed off so that the doors could be properly covered.

Old Business –

KONE outstanding charges (Bob H) – The invoices have stopped so we're assuming Villa Towers was credited \$1500, which was incorrectly billed. No outstanding balance.

Motion to adjourn meeting at 6:41pm by Cathy G, seconded by Mike L. All in favor. Motion passed.