

**Villa Towers Board of Directors Meeting**  
**Monday, Oct. 2, 2017**  
**Meeting Notes**

Bob Hellmuth called the meeting to order at 5:35 pm.

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

**Notice of meeting** – Posted Sep 30.

**Secretary Report** –

- Cathy N made a motion to approve the minutes of the September 5<sup>th</sup> meeting as amended grammatically. Seconded by Mike L. All in favor. Motion passed and minutes will be posted to villatowers.net.

**Treasurer Report** –

- Mike L – Balances as of 8/31/17:
  - Special assessment fund: 5,065.
  - Bank assets: \$64,312.
  - Reserve, Repairs & Mtc, etc. accounts: \$244,832.
- Mike motioned that hurricane-related expenses be paid from the General & Reserve accounts as they occur, rather than out of Assessment fund. Seconded by Bob H. All in favor. Motion passed.
- LOMR assessment: 13 unit have paid to date. Due: Oct 30, 2017.
- Budget committee meeting – The committee will meet when all members are in town. Committee comprises of Joe Cavagna, Don Gill and Mike L.
- Insurance for next year (Tom N) – Brown & Brown is working on our quote, based on the LOMR in progress. The premium is due Dec. 1; current policy expires Nov 30. Tom N expects to receive a rate package by end of Oct, when we are also anticipating the FEMA ruling.
- Mike L mentioned that in the past our renter, Kent Lemmon has assisted with hurricane preparation and has been rewarded with rent concession. Rob S made a motion to give Kent a \$200 concession on rent for one month for his assistance in hurricane preparation. Seconded by Mike L. All in favor. Motion passed.
- Mike L noted that AT&T has increased our monthly rate significantly. AT&T provides 3 phone lines (front entrance + 2 elevator circuits). Mike L asked for a volunteer to discuss the increase with AT&T. Don Gill volunteered to review options and costs.

**Business:**

- LOMR Contract – A letter was emailed to owners on Sep 15 and mailed to those without email addresses advising them of the assessment due October 30<sup>th</sup>. A reminder was emailed on Sep 26<sup>th</sup>. We are also anticipating a FEMA ruling by late October, which will then be followed by a 90-day appeal process.
- Hurricane Irma review:
  - Screens, couple of loose bolts – Cathy N advised that the Armor Screens worked well and there was no damage. She met with Armor Screen and requested extra bolts as some were loose.
  - Some owners not compliant. Many issues were noted from shutter doors blown off and damaging building walls to door tracks missing completely to poorly secured doors and winders. Remedy by owners was discussed and those in non-compliance will receive a letter. Secretary to draft a letter with suggested shutter companies.

- Hurricane damage: Generator repair, alarm, tree trimming (lost trees), Exit signs, fencing
- Beach changes (Tom N) – The storm added to the dunes of our beach. LOMR preparers came out and to tour and assess our grounds post Irma. They noted the development of a second dune and no damage to building.
- Pool furniture is not out yet and will be left as is until hurricane season is over.
- Renter concern – There have been 3 recent owner complaints about a visitor to unit 228 on Labor Day. A letter was sent to owner, Michael Corsini, advising that there was another incident and that the renter will need to leave in accordance with the warning sent and signed prior to this incident. The owner will address this with the tenant. Cathy N made a motion that if the renter is not out before December 1<sup>st</sup> when the current lease expires, it lease will not be renewed. Mike L seconded. All in favor. Motion passed.
- Estoppel changed – Changes to how estoppel letters are managed came into effect July 1, 2017. The onus is on the buyer and their attorney to update forms. The impact to the BOD is that the time period to respond is shorter and we can charge more for our work. We have been charging \$50 for estoppel letters. Mike L made a motion to raise the estoppel letter fee to \$100. Seconded by Cathy N. All in favor. Motion passed.
- Concrete issues – These will continue to be addressed after hurricane repair is done.
- Elevator inspection – The annual inspection will occur on Oct. 9. Tom N noted that our 5-yr contact with KONE is up on Dec, 31, 2018. A 90-day termination (Sep 30, 2018) is required or the contract will be extended automatically. Therefore, a review of contractors should begin early in the new year. Cathy N agreed to form an elevator committee.
- Hot water for pool heater – Needs to be serviced. Rob S to address
- Newsletter submission – Cathy G requested submissions for fall issue. Rob S will provide list of recent maintenance items.
- Cabinets for pool table room – The use of proposed cabinets and general storage needs was briefly discussed.
- Upcoming dates – Cathy G to email BOD.
  - January 25, 2018 – Annual Meeting
  - January 11, 2018 – 2<sup>nd</sup> Notice
  - December 16, 2017 – Nominations due (40 days before Annual Mtg)
  - November 26, 2017 – 1<sup>st</sup> Notice
  - Wk of November 20 – Annual Budget Meeting
  - Wk of November 3 – Notice/Budget Letter (14 days prior)
  - October – Budget Committee Meeting

Adjournment: At 7:10 pm a motion to adjourn was made by Cathy N. Seconded by Mike L. All in favor. Meeting adjourned.