

Villa Towers Board of Directors Meeting
Wednesday, August 22, 2018
Meeting Minutes

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

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

Notice of meeting – Confirmed posted on August 20.

Secretary Report –

- Rob moved to accept the minutes of the April 23rd meeting minutes as previously emailed. Bob seconded. All in favor. Motion carried.
- Cathy were accepted and will post to the owner website.

Treasurer Report –

- Mike L – As of July 31:
 - Operating account: \$72,747
 - Special assessment account: \$5,067
 - Reserve account: \$273,832

Business:

- Lockers – Since 2005 owners have been required to provide a key to their locker for use in emergencies. The BOD needs access to lockers for various reasons, including during a recent water leakage when they did not have access. Letters with invoices have been sent out to 6 owners that were rekeyed today at \$60/each.
- Unit #1030 Hewins/Guzinski review of proposed unit changes – Mike L made a motion to accept the plans as submitted. Cathy seconded. All in favor. Motion carried. Plans were signed by all.
- Banking –
 - We are changing to Center Bank, based in Orlando, FL, due to poor service from PNC Bank.
 - Reserve account issue: FDIC only insures up to \$250,000 so the reserve account is not fully insured. Mike recommends putting some in a CD.
 - Bob H motioned that we move \$100,000 into a CD for up to a year maximum to get it under \$250,000 for now and the coming months. Seconded by Mike L. All in favor. Motion carried.
 - A line of credit was discussed at a previous board meeting. Mike investigated but an audited statement from an accountant (cost \$3000) is required, thereby being too expensive to pursue further. Based on the statement costs and an annual renewal fee of \$250 it was agreed to stop. It was noted that if we are hit with a hurricane resulting in significant damage, we would have access reserves per state law.
 - Revised 2018 Law regarding end-of-year reporting: The reporting needs to be by end of this calendar year and requires a majority owner acceptance. We can opt out in a membership meeting.
 - Mike L moved to send out a proxy to opt out of any review or financial audit of year-end reporting. Proxy will be sent with Nov Budget meeting paperwork sent by Secretary. Bob seconded. All in favor. Motion passed.
- Phone/Internet (Mike L) – We will be saving on phone/internet by switching to Comcast from AT&T. We agreed to a 3-year contract at a fixed rate of \$234/mth. versus \$600/mth. Two extenders will be installed to cover the pool area and more floors, up to and possibly exceeding the 4th floor.
- Elevator:
 - Notice of non-renewal – A copy of the proposed letter by our attorney to KONE advising them of our intent to not renew the current elevator maintenance contract with them,

expiring at the end of 2019, was distributed to the BOD by Mike prior to meeting. In keeping with the termination clause “No less than 90 days and no more than 120 days.” Tom Newman recommends sending around 9.15.18 to avoid any issue. Mike to confirm with our lawyer and the letter will be sent registered mail.

- Elevator bids/contract proposals – We should finalize who we’re going with before Sep 15th.
 - The elevator committee, chaired by Rob, with Tom and Cathy Newman have contacted four vendors: KONE, Delaware, Oracle, Motion. They are creating a side-by-side comparison for BOD review, then attorney review, and financial review. Bob H requests at least 1 customer reference, preferably local. The committee will call the references and will present their recommendations to the Board at a future meeting.
 - FYI, the committee considered hiring an elevator consultant but the fee of \$8,000 removed this as an option.
- Fire alarm/sprinklers
 - Tom N sent out a letter recapping the go/no go situation of the ongoing and changing amendments to fire codes. We have a new Fire Marshall in Riviera Beach, who has the final word. Active Alarms suggested we the contact the Riviera Beach Fire Dept. and walk them through the building, showing our fire walls, heat detectors, sprinklers, etc. so that they can make a determination for our building; possibly overruling the new requirements that have a Dec 31, 2019 deadline. Bob H to follow up with Riviera Beach Fire Dep.
- Repair/replacement/paint schedule building
 - In progress: painting walkways, painting and rustproofing stairs, including roof stairs, elevator frames and doors. Doors on main floor to follow. Work being done by Chuck.
- InterKlean
 - There is some confusion as to Jiro’s status with InterKlean. Officially, Jiro is on vacation for two weeks. Unofficially, he has quit according to building residents who have spoken with Jiro. His replacement, Nestor, has been here for 1-1/2 weeks and it doing well.
 - Floor cleanliness is a concern; possibly purchase a better cleaning process
 - List of duties was updated recently. Provided in English & Spanish
- Decorating Committee
 - No projects in the works. Cathy N will send out email survey to the committee.
- Owner Directory (Cathy G) – The latest is posted on villatowers.net. Hard copies available upon request.
- Tom Newman requested a status on the following items:
 - Hilton – Fence falling down. No update. Rob will follow up.
 - Generator frame – Frame recently caved in so we need to address this before hurricane season. Rob will follow up.
 - Pavers in the grill area need to be leveled. Rob to follow up.
 - Pool cover – Currently stored at the side of the building but we didn’t use it last winter because no one is willing to put it on or take off. Recommending that the pool cover be thrown out. However, it’s purpose is to maintain pool heat in evening and save money on gas bill. This will be table till the season.
 - Dumpster lift device under west stairwell. Rob will get rid of it.
 - Cameras – Recommending that cameras be added to elevators at an estimated cost of \$200/elevator. Mike L feels cameras should be considered for the parking lot before the elevators. Bob H has a concern regarding who will monitor the tape. A question about the legality of cameras was brought up by Diana Bello. Elevators are a public space and therefore cameras are legal. Mike L will investigate via Comcast, our new service provider.

- Fire pump controller is outdated and it is costly to replace the parts. Reserve study shows we're a year away from using reserves. Suggesting that it may be time to investigate replacing the controller.
- Irene Ferrara asked about the bleeding rust coming down the side of the building. It's from old metal flashing that goes around the elevator. The water around it runs down rusty. This will be addressed the next time the roof is replaced.
- Bobby Ferrara mentioned there are tripping hazards around the pool because some of the pavers are uneven. Rob will follow up on cleaning and resetting of pavers.
- Grill – New seasoning rods will be installed shortly.

Adjournment: At 7:35 pm a motion to adjourn was made by Cathy G. Seconded by Rob S. All in favor. Meeting adjourned.