

Villa Towers Board of Directors Meeting
Monday, March 11, 2019
Meeting Minutes

Cathy Newman called the meeting to order at 5:34 pm.

Roll call of Directors – Cathy Newman, Mike Leach, Cathy Gill, Rob Saari, Maria Kaliniak

Notice of meeting – Confirmed posted in elevators and on March 9.

Secretary Report – Cathy G:

- Cathy G moved to accept the minutes of the December 11th meeting minutes as previously emailed. Cathy N seconded. All in favor. Motion carried.
- Cathy G will post to the owner website.

Treasurer Report – Mike L:

- As of 12/31/18:
 - Reserve account: \$291,305
 - Operating account: \$45,707
- The annual financial statement will be sent to owners when finalized by our accountant.
- Villa Towers tax returns are complete.

Old Business –

- ELSS Update (Tom N) – Our consultant reported that the Fire Inspector is still reviewing our case. It is anticipated that retrofitting our sprinklers will not be required based mostly on the fact that we have two egresses per apartment.
- New Generator Update (Rob S) – Delivery and installation are expected within 30 days.
- Elevator Update (Cathy N & Rob S) – A list of deficiencies left by KONE is being reviewed with our new service, Delaware Elevator. Tom N will follow up on our elevator certificate from the state based on the positive outcome of recent inspections.

New Business –

- Landscaping (Cathy N & Maria K) –
 - Prairie Landscaping, our current service, was told that we are going out to bid. Juvenal Lawncare, the service currently used by The Villas next door was asked to bid. Prairie's current contract rate is \$14,000/year. Juvenal quoted of \$9,500/year with more services included and lower rates for as-needed services. We have a 30-day cancellation policy with Prairie. Juvenal Lawncare is on Angie's List with great reviews and The Villas are pleased.
 - Maria made a motion that we change to Juvenal Lawncare. Seconded Cathy N. All in favor. Motion passed.
 - The contract will be completed and signed by Cathy N, A cancellation notice will be couriered to Prairie after acceptance of new contract, with the aim of having Juvenal start on May 1.
- Flooring in the Exercise Room (Cathy N) – Vinyl plank, similar to pool room, to be installed on top of the current vinyl floor. Quantum (company that did pool room floor) quoted \$2,345 and a 2nd proposal from TLC systems quoted \$2,744. Vinyl is waterproof, chip resistant, mold/mildew resistant, has texture. Rob suggested a mat at the door.

Cathy N made a motion to go with new floor for exercise room installed by Quantum (Model Destiny Plus collection: DEN19PAD - Oak saddle brook). Seconded by Mike L. All in favor. Motion passed. To be installed after the "season."
- Maintenance Updates –
 - Roofing (Rob S) – Our current roof was installed Sep 2003, with 15-year life expectancy and is now out of warranty. We are gathering quotes for the roof maintenance, including the elevator room. Quotes to date suggest repairs that would extend the roof's life about three years. We are awaiting additional quotes,

anticipating four responses. As of 2019, our reserves allow for \$73,000. for roof replacement. Tabled till next meeting.

- Fencing (Tom N) –
 - It was recommended that we replace fencing to protect the new generator from northwest winds. So far quotes range from \$475 for wood to \$890 for PVC. Chuck offered to build plywood fence painted to match building. Tabled till next meeting.
 - Gates that open inward to the dumpster are also being considered to improve the aesthetics in this area, So far quotes range from \$2,180 for wood to \$2,680 for PVC. The waste management company has already signed off that they could access the area okay. Mike L will put \$3,000 in reserves for 2020 to cover the fence and permit. Tabled till next meeting.
- InterKleen (Cathy N) – We have been receiving complaints from owners regarding cleaning. Cathy N met with InterKleen last week to report that the current job is marginal. They have been given two weeks to improve or make personnel changes.
- Committees (Cathy N) –
 - Cathy N reviewed the current committee list. Mike pointed out that Safety committee should all know where the fire extinguishers, etc. are, with Active Alarm. Instead of Cintas, Mike L suggested that Rob look at another company.
- Beach Cleaning (Bob H) – Q: How are we handling it this year during turtle season?
A. Cathy N is pursuing options, possibly working with The Villas.
- Pipeline (Rob S) –
 - The sewage drain from our building to the street is backing up every six months and it is costing about \$800 per visit to fix. Rotor-rooting has been damaging our pipes over time. When that is no longer an option, the pipe will have to be replaced or re-sleeved. The problem is within the pipe which runs under our building; not in the building. To access the condition and propose a solution, a camera needs to be inserted to run through, which is estimated to be \$3,500. Then there will be repair costs. Tabled to the next meeting.
 - It was suggested that we also add a note to owners and renters reminding them to be careful what they flush in the toilet and to not flush “flushable” wipes.
- Possible projects for 2019 and 2020 for BOD consideration as recommended by the Reserve Analysis Study:
 - Common walkways to be painted, by end of 2019
 - Exterior walls of the building & perimeter walls need to be painted, by end of 2019
 - Roof repairs every 5 years, by end of 2020; new roof by end of 3 years
 - Seal and coat lines in parking lot, by end of 2019
 - General paving, by 2019
 - Replace the 1-1/2 ton AC in Elevator Room, by end of 2019
 - Replace the generator, by end of 2019
 - Replace 40 HP fire pump station, by end of 2019
 - Replace domestic water pumps, by end of 2019
 - Replace water pump controller, by end of 2019
 - Replace entrance gate motor, by end of 2019
 - Replace pool area concrete tables, by end of 2020
 - Replace Fitness Rm. restroom & showers, by end 2019
 - Replace Fitness Rm. vinyl flooring, by end of 2019
 - Also noted: Lobby area, water leak by mail boxes

All items to be reviewed.

- Table on the Beach (Rob S) – Request from member to fix the wood table.

Adjournment: At 6:56 pm a motion to adjourn was made by Cathy G. Seconded by Rob S. All in favor. Meeting adjourned.