

**Villa Towers Board of Directors Meeting**  
**Monday, April 22, 2019**  
**Meeting Minutes**

Cathy Newman called the meeting to order at 5:32 pm.

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

**Notice of meeting** – Confirmed posted in elevators and lobby on April 20.

**Secretary Report** – Cathy G:

- Cathy G moved to accept the minutes of the March 11<sup>th</sup> meeting as amended via email review prior to the meeting. Mike L seconded. All in favor. Motion carried.
- Cathy G will post to the owner website.

**Treasurer Report** – Mike L:

- As of today:
  - Reserve account: \$276,404.
  - Operating account: \$80,946.
  - Special Assessment: \$607.
    - Mike L motioned that we move the remaining estimated \$607 from the Special Assessment to the Reserve account. Cathy N seconded. All in favor. Motion carried.
- The annual financial statement year ending 2018 was sent to owners on April 20 via email and posted to the owner website.

**Old Business** –

- ELSS Update (Tom N) – Our building was wecently tested and everything is fine. The opt-out for sprinkler retrofitting is still on the agenda. We seem to be okay but we're in the final stage of getting a letter from the Fire Chief to confirm (deadline for retrofit by state of Florida is end of 2019). The Engineer will take care of any communication back to state. \$500 is owing to the Engineer.
- Exercise Room (Cathy N) – Chuck has renovated shower floors and re-grouted. New floors will be installed May 1<sup>st</sup>. We will also be recovering the cushions on the chairs.
- Landscaping (Maria K) –The contract with Juvenal Landscaping has been signed and they are starting May 1<sup>st</sup>. Prairie Landscaping received our cancellation letter by courier and has stopped.
- Generator - Fencing Options (Tom N) – Tom summarized the 4 proposals received for a 6' high PVC fence around the north side of the generator to protect it from salt air. Prices are all similar except for Chuck's, which is the lowest by \$300 to \$400. Discussion ensued as to whether a fence is needed. The new generator has already been rust-proofed to prolong its life. Mike L stated that this is a maintenance issue that does not require board approval. Tabled.
- Roofing Update (Rob S) – Ongoing gathering of quotations from 3 companies so far: Atlas, Best Roofing, and Garabar. Estimates are from \$82,000 to \$87,000 for a new roof with a 10-year to 20-year warranty. It is felt that the roof is still in good condition, so this is not an emergency, although our 15-year warranty is up and we are currently operating on a year-to-year basis. The Reserve study allows for \$81,000. Tabled until more bids come in.
- Elevator Repair and Inspection (Cathy N & Rob S) –
  - Tom Bernat noted that the roof elevator door hinges are not aligned and offered to fix when he returns.
  - Delaware has taken care of rust and painting and is waiting for inspection.
  - Delaware is coming tonight because we are having intermittent issues with 2<sup>nd</sup> elevator.
- Drain Video Inspection (Rob S) – To understand the status of our main drain Pipeline Technologies has quoted \$1,450 for a video inspection. This could take from 4 to 6 hours during which owners cannot use the drain. It will be scheduled when convenient and a notice

will be posted. This is a first step to understanding a longer-term solution to the frequent back-ups.

### **New Business –**

- Insurance Options and Financing (Cathy N) –
  - Premiums are due to be paid (expires 4/28 each year). The insurance committee (Tom N, Cathy N, Ed D, Rob S & Jeff F) met with RV Johnson (RVJ), our current agency. Last year we went out for competitive quotes and found RVJ was significantly less. This year's proposal is in line with last year's cost. One policy change: The committee opted to pick up Pollution and Environmental coverage to cover anyone who might get sick from any work done by our contractors, such as landscaper work, at an additional cost of \$578. The total is \$56,846; just \$5000 more than last year. This is separate from flood insurance, which is due at the end of May.
  - Other insurance options reviewed by the committee but not opted into were:
    - Cyber liability at \$750.
    - Legal at \$1288.
    - Active shooter coverage
    - Pollution & environmental at \$578.
  - Mike L made a motion that we accept the option to add Pollution and Environmental coverage. Cathy N seconded. All in favor. Motion carried.
  - We will pay for this directly; also a recommendation by the finance committee.
- Concrete Repair Evaluation (Mike L) – Mike L will schedule a walk-through of all areas for June. Scheduling of repair work will follow based on the evaluation.
- COASI April 3<sup>rd</sup> meeting held at The Atrium (Report by Susan Hoffman):
  - The meeting did not have a quorum, so no voting occurred. All current officers will serve in the upcoming year.
  - Palm Beach Shores (PBS):
    - The new license plate readers located at the 3 entrances to PBS are proving effective.
    - They got rid of all sober homes via code enforcement.
    - PBS is changing building height restrictions to reflect new codes for flooding.
    - The Atrium showed their new club house and walkway to the beach. Phoenix Towers also has a similar beach walkway. Susan has offered to research this further for Villa Towers on behalf of the Board.
  - Julie Botel, our Councilwoman, had a meeting last Thursday. She is encouraging people to come out to council meetings to support her on ongoing issues such submerged lands and the City Manager position.
  - Singer Island Fire Dept. closed because of a mold issue.
- Bollards along the south pathway (lights) – Bobby Ferraro question:
  - Bobby asked about the condition of the bollards, which are leaning and not looking good. Our 11 bollards are old and may be due for replacement. Bobby will research this on behalf of the Board.
- Annual financial statements, recently distributed to owners – Tom Newman questions:
  - Mike L has asked for questions in writing so he can address with our accountant before responding.
  - Rental income from unit 100 was for 9 months; should be for 12. There's a deficit.
  - Maintenance Assessments Income of \$332,208 vs. budget of \$347. Explain the difference of \$458.
  - Items on the statement are not listed line-by-line with the budget, therefore difficult to compare; for example, landscaping. The line items should match. The accountant has been asked about this in the past and says the format is in accordance with his requirements. Tom N suggested that the finance committee should address this.
  - Last year we discussed whether owners wanted an audit by vote. Mike L mentioned that we usually do this at the Annual meeting. Owners have voted to a compilation vs. having an audit. Every year owners have voted "no" to an audit. Tom N requested that the Board

- do this as a proxy vote to include all owners rather than by a show of hands of those in attendance at the meeting.
- Accounting software – Jeff Foster
    - A discussion within the Finance committee has occurred around maintaining our own books, cutting our own checks, etc. There are many advantages, including more control, less expensive. The current accountant is not meeting our needs.
  - Beach Cleaning (Cathy N) – We made an agreement to use the Hilton beach cleaners on an as needed basis for \$100.
  - Beach Table (Cathy N) – The table has been fixed as requested by owners,
  - A/C Units (Rob S) – Units will be serviced in the next couple of weeks.

Adjournment: At 7:01 pm a motion to adjourn was made by Cathy G. Seconded by Mike L. All in favor. Meeting adjourned.