

Villa Towers Board of Directors Meeting
Tuesday, October 15, 2019
Meeting Notes

Cathy Newman called the meeting to order at 5:35 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 October 13th.

Secretary Report – Cathy G

- Cathy G moved to accept the minutes of the August 26th meeting minutes as previously emailed. Mike L seconded. All in favor. Motion carried.
- Cathy G will post to the owner website.

Treasurer Report – Mike L:

- Mike introduced Jeff Foster who has been appointed to the BOD as Assistant Treasurer by Cathy N. He will be taking over from Mike Leach who is stepping down at the end of the year. Jeff has been involved with accounting and finance for 40 years at various companies. He will take over bookkeeping using Quick Books, which was previously done by our accountant and will save Villa Towers some money.
- There is no financial report as we are transitioning between accountants and statements could not be prepared in time for this meeting. Our accountant Tom Thorsen has retired and has been replaced by Elizabeth Sparkman from Stephen R. Pribramski Accounting.

Old Business –

- Concrete Restoration Update (Cathy N/Mike L) – Preparation work continues on the east building, while awaiting a permit from Riviera Beach. The permit was issued today so the major work can now begin. A notice will be posted in the lobby advising current areas of work so owners can prepare, as needed. Estimate was 4 to 6 weeks. We will not know the final extent of the work until they are able to fully assess damage.
 - Any painting of the private balcony walls will be done by the contractor. Painting the floor is the responsibility of the owner. The concrete contractor will do upon request for an additional separate charge. Diana Bello will coordinate this on behalf of owners who wish to use the contractor with a sign-up sheet to be posted in the lobby. For those owners with tiled balcony floors, it is their responsibility to replace tile if removed or damaged.
- Walkway to the beach research (Susan & Bob Hoffman) – Materials for this project are estimated at \$2,300. A wood composite will be used to prevent rotting, it will be placed on the sand will go out as far as the chairs that are currently out there. A landing at the end of the path will be 6' x 10' with benches.
 - Two proposals for labor were received: Chuck submitted a proposal for \$3000, requiring 4 days. The concrete restoration company quoted \$1000, requiring 1-1/2 days.
 - Discussion based on drawing prepared by Mike L. that was circulated amongst attendees, at end of minutes. It does not have to be removed during storms (Phoenix Towers has a similar design). Because it is considered portable, we do not need a permit.
 - Mike made a motion that Bob Hoffman proceed with ordering materials based on quotation provided. Cathy N seconded. All in favor. Motion passed.
 - Cathy N made a motion that we proceed with hiring the concrete restoration company to do the labor based on their written quotation. Mike L seconded. All in favor. Motion passed.
- Fire pit rules for use (Cathy N) – A discussion of possible rules with all present led to the conclusion that use of the fire pit will include the same responsibilities for using the BBQ

grill. If issues arise, the BOD will address. A draft of general use rules will be drafted by Cathy G for future review by the Board.

- Maintenance Updates (Rob S) –
 - An air conditioning drain issue in the Exercise Room has been fixed.
 - The water meter may have an issue (inconsistent readings) that Rob S is still investigating.
 - The pool is due to be repainted and caulked. This is tentatively scheduled for Oct 28th at which time the pool will be closed.
- ELSS Update (Tom N) – There has been no response from the Fire Chief yet. We due for a visit by the Fire Dept shortly and he will follow up at that time.

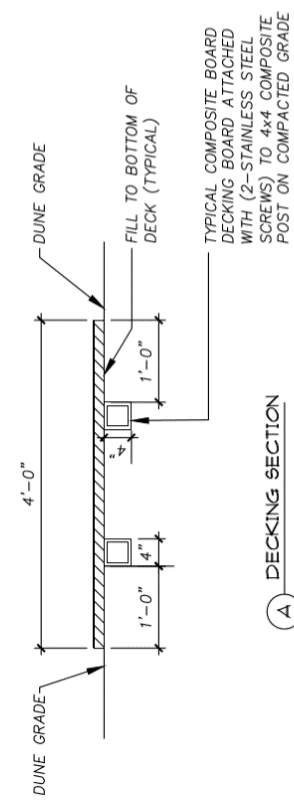
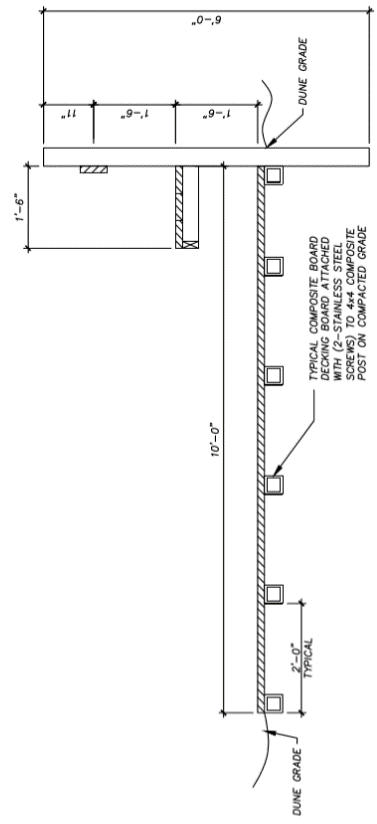
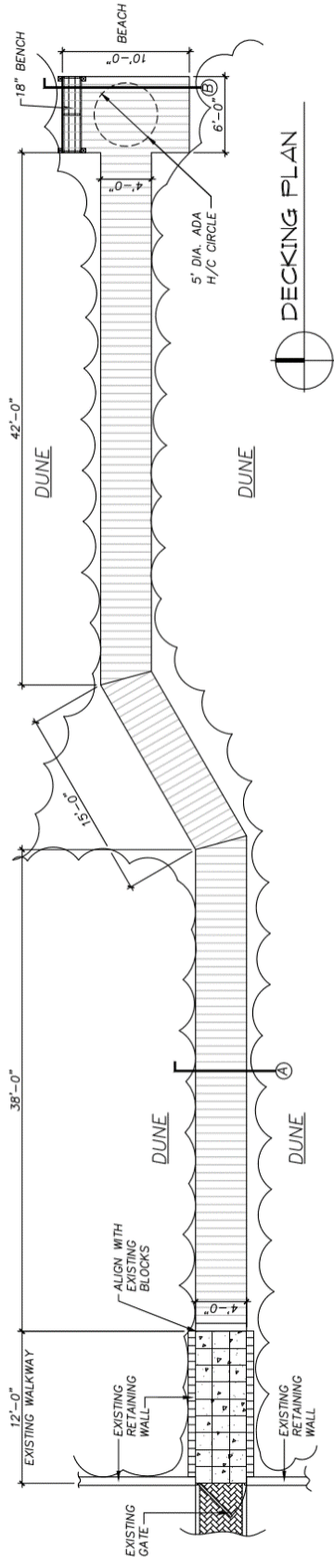
New Business –

- Dates for upcoming budget and annual meetings were confirmed, as follows:
 - Budget meeting: December 3, 2019 @ 5:30 pm
 - 14-day notice with proposed budget and proxy vote: November 19th
 - Annual meeting: January 23, 2020 @ 4:00 pm
 - 1st notice with request for nominations and proxy vote: November 25.
 - BOD Nominations due: December 16
 - 2nd notice: January 9

Adjournment: At 6:40 pm a motion to adjourn was made by Cathy N. Seconded by Mike L. All in favor. Meeting adjourned.

Attached:

Beach Access Plan – prepared by Mike Leach Drafting



BEACH ACCESS PLAN
VILLA TOWERS CONDOMINIUM