

**Villa Towers Board of Directors Meeting**  
**Tuesday, May 26, 2020**  
**Meeting Minutes**

Cathy Newman called the meeting to order at 4:01 p.m.

**Roll call of Directors** – Cathy Newman, Cathy Gill, Rob Saari, Jeff Foster. Absent: Maria Kaliniak

**Notice of meeting** – Confirmed posted in elevators and lobby on May 24<sup>th</sup>

**Secretary Report** –

- Cathy G moved to accept the minutes of the January 6<sup>th</sup> BOD meeting minutes as previously emailed and reviewed by BOD. Cathy N seconded. All in favor. Motion carried. Cathy G will post to the owner website.

**Treasurer Report** –

- 2020: There are no financial results yet due to 2019 QuickBooks issues, COVID restrictions on having meetings, changes to the way the compilation report is presented and transitioning to a new accounting firm.
- 2019: The compilation report is complete and is provided to all BOD members. It will be posted to the owner website.
- At the end of 2019, we have approximately \$34,000 in the Operating Account and approximately \$348,000 in the Special Assessment and Reserve Accounts for a total of \$382,000 in all cash accounts.
- Revenues came in on plan in the Operating Fund. All borrowing for Special Assessments has been paid back in 2020. We will probably need to increase unit dues at end of year to meet increasing operating costs.
- The restoration project is done. The roofing project is next.
- The Insurance budget for 2020 is slightly underfunded. The estimate for Property Insurance was \$57,000 in 2019 but for 2020 it will be \$75,000. We were unable to get a better rate due to several factors. Overall, insurance was estimated at \$82,000 and it is \$87,000.
- We are still evaluating the pros and cons of inhouse accounting vs. the accounting firm.

**Old Business** –

- Landscaping (Cathy N) – Our contract with Juvenal Landscaping has been renewed for another year after a fair new rate was negotiated. We are satisfied with their work.

**New Business** –

- Roof (Rob S) –
  - We have received 8 bids over the past 3 years of gathering quotes and learning more about our needs and options. Recent quotes range from a high of \$139,000 from Code Red to a low of \$91,000 from Garabar in Nov 2019. A recent quote was then obtained from the contractor who last did our roof in 2003, Rainbow Roofing. They quoted \$84,750 for our current project with everything we require, including walk pads, increased thickness (thicker than we currently have), manufacturer's warranty (20 years on materials – previous job was 15 years on materials), workmanship warranty (10 years by Rainbow Roofing), and permits. The recommendation is to award the contract to Rainbow Roofing.
  - Our attorney also reviewed the contract and made some suggestions that have been incorporated in the contract and agreed to by Rainbow Roofing.
  - Cathy N made a motion to accept the proposal from Rainbow Roofing. Seconded by Jeff F. All in favor. Motion carried.
  - The roof will be done section-by-section and is expected to take 10 days, weather permitting and possible roof issues that are not visible yet. If there are rebar issues, our

contractor, J&M, is on standby to rectify any issues. J&M's work would be extra. 91,000 in roofing reserve right now so there is room for contingencies.

- COVID 19 Review (Cathy N) –
  - Due to COVID 19 state, county and CDC guidelines we have been unable to hold any BOD meetings. We have complied with all guidelines to the best of our ability and we are in line with other buildings on Singer Island. The BOD has been in constant communication electronically. All our compliance documents, including posted guidelines for owners and BOD communications, have been saved in a specific folder. Cathy N made a motion that we retroactively accept all COVID-related documents. Cathy G seconded. All in favor. Motion carried. As of this meeting, we had no COVID-related cases in Villa Towers.
- Comcast (Cathy N) –
  - Alternatives to renewing with Comcast have been reviewed by the BOD and Bobby Ferrara. HotWire is the only other option on the island who proposed a 10-year contract that we do not want to commit to as it locks future Boards into a contract where technology changes frequently. HotWire would not back down from the 10-year contract commitment. Rob S will follow up with Ocean Tree, who just got HotWire. A group from Villa Towers visited the Tiara to get their opinion, as they have had HotWire for several years. The feedback on HotWire was positive.
  - Comcast has proposed a new 5-year contract. If we do nothing by June 1, 2020, we automatically renew for 2 years. Cathy N asked Comcast to add high definition for all units at no cost and is awaiting Comcast's response tomorrow. Still under review. Our contract year begins August 1, 2020.
- Alarm Testing was done by Active Alarm on May 21. Only 1 in-unit alarm was deficient, which will be fixed. Active Alarm identified 9 corroded alarm boxes. A review of past minutes showed that in 2016 we paid \$6,000 to replace all the boxes. Rob S will follow up on issues.
- Armor Screens will be going up June 4<sup>th</sup>. This service usually costs about \$240 and prepares us for the upcoming hurricane season.
- Private Beach Signs (Cathy N for Maria K) –
  - We revisited this item due to recent COVID exposure and Memorial Day weekend groups on our beach from the Hilton and Sugar Sands. Cathy N showed sample photos of other building's signs nearby. The Hilton has a sign asking their guests who are not using the cabanas to go to our beach so the sign would also serve to inform the Hilton. Traditionally we welcome Sugar Sands owners and wish to continue to do so. Bob Hoffman feels there are also liability issues from others on our property. Cathy N made a motion to pursue the installation of 2 poles with a sign on each side of our beach to say, "Villa Towers Private Beach." Seconded by Rob S. All in favor. Motion carried. Cathy N to investigate.
- Pets – Cathy G suggested that we create a list of pets for safety purposes. It would be posted for Emergency services. Cathy G to follow up.
- Fire Status (Q from Bob Hoffman) – The need for enhancements to our fire safety has been pushed off by the state. We have a written exception from the Riviera Beach Fire Department, so it is a closed issue for Villa Towers.
- Unit 100 (Rob S) – Dishwasher may need replacement. Rob is reviewing.
- Wind Mitigation (Rob S) – When our new roof is completed, we'll need a new wind mitigation inspection, which should allow owners to save on insurance. The last inspection was 2012.
- Library Committee – The BOD thanked the committee for a great job organizing and cleaning up our library.
- Front Canopy – Tom Bernat noticed we had canopy issues at the north entrance. He purchased the necessary items and repaired it himself. The BOD thanked Tom for his work.
- The Call Box (Ken K) – The Call Box does not seem to be working. No dial tone message. Cathy N will review.

Adjournment: At 5:15 p.m. a motion to adjourn was made by Cathy N. Seconded by Jeff F. All in favor. Meeting adjourned.