

Villa Towers Board of Directors Meeting
Saturday, September 19, 2020
Meeting Minutes

Cathy Newman called the meeting to order at 4:00 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 Sep 17th

Secretary Report (Cathy G) –

- Cathy G moved to accept the minutes of the May 31st BOD meeting minutes as previously emailed. Cathy N seconded. All in favor. Motion carried. Cathy G will post to the website.

Treasurer Report (Jeff F) –

- All unit owners and our renter are paid up to date.
- Expenses summary to date: Insurance \$6,000 over budget. Accounting costs are about \$7,000 over budget to date, partly due to transition costs to the new firm and conversion costs to QuickBooks. Also, we have not absorbed most of the accounting functions inhouse as planned. We will look into other options if costs don't improve. Utilities, contract services and maintenance are on or ahead of plan.
- Reserves summary to date: Roof Reserve balance is expected to be about \$10,000 after current work is complete, barring any unforeseen issues. Other balances: Elevators \$72,000. Painting \$116,000, Paving \$13,600, and Restoration \$30,000. All are good.

Old Business –

- Roof Replacement (Rob S) – The east section is now complete, and work is underway on the west section. They estimate about two weeks to completion, weather dependent. To date the City of Riviera Beach has approved two in-production inspections.

New Business –

- Turtle Citation (Cathy N) – Villa Towers was recently cited for lights visible from the beach potentially harming turtle nesting, including lights around pool, lights in lobby, and lighted stairway windows. We immediately turned off the pool lights and redirected lobby lights and we are investigating remedies for stairway lighting. No fine was associated with this citation. After a tour of our building with Cathy N, a turtle committee representative seemed pleased with what has been done and our concern. We are not the only building to be cited. It is expected that they will be back to review last remedies. Cathy will follow up with a letter when our modifications are complete.
- Accounting Services (Jeff F) – We are having issues with our new accounting firm's procedures, such as the slow preparation of reports and expenses that are higher than expected. Jeff is working with the firm to pin down dates and fees till the end of this year. If there is no improvement, we will look at alternatives.
- Water Main Break and Resulting Issues (Cathy N, Rob S) –
 - A break in our water main break on N. Ocean Dr. occurred on Aug 18. After contacting the City of Riviera Beach Water Dept., we learned the break was caused by MasTec, a company working for Verizon. The City repaired the break on the same day.
 - The water was turned off for both Villa Towers and Villas on the Ocean during the repair for approximately 6 hours, followed by a six-day water boil notice.
 - On Aug 25th our contractor, Sullivan, was called to investigate knocking in our pipes and other issues that were occurring since the Aug. 18th water main break. They shut down Pump #1 and our jockey pump, leaving only Pump #2 running. They also replaced a heat sensor.
 - Sullivan provided three quotes for addressing pump issues, as follows:
 1. \$4,000, to rebuild the valves and replace the jockey pump, or
 2. \$8,000 to upgrade the system
 3. \$23,000 to replace with a new system

- Also, on the same day, the back-flow system was spewing out water. A-1 Backflow came out to fix the leak and service the unit. The technician found rocks and sediment in the check valve. The cost was \$1100.
 - Rob S contacted MasTec directly. They are doing their own investigation as to their involvement for insurance purposes. They requested all related invoices and information regarding Villa Towers. Although they have not officially accepted responsibility, we are confident they will take care of our related costs per ongoing conversations.
 - Rob S had Precision Air diagnose our higher than normal water usage and fix possible leaks on September 18, after noticing that there was continuous water flow going from the pump system to the floor drain. The technician shut off a few valves and since then our water usage has returned to normal. Precision Air was also asked to provide an estimate to repair or replace our system, as a comparison to Sullivan's quotes. To date they have sent a quote to replace our system and we're waiting on the repair option.
 - Tom N checked our own insurance policy but nothing that occurs underground is covered on our own insurance policy.
 - We now have a Smart Water app to easily monitor our water consumption.
- Elevator proposal (Cathy N, Rob S) –
 - Seventy-one percent of the 36 elevator issues this year were related to malfunctioning doors. Our current contractor, Delaware Elevator, has been very responsive and has come out at no charge. Delaware provided a proposal for \$34,605 to update the doors by replacing parts (tracks, rollers, etc.), which will fix this repeating and inconvenient issue. The reserve budget is sufficient to cover this upgrade work.
 - Elevators parts were last replaced in 2006. Although they are getting older, they were deemed to still have life.
 - Delaware will warranty their work for as long as they are our contractor. However, we only have one year left of our three-year contract with them.
 - Delaware offered to extend our contract another five years, maintaining same rates and conditions, which would then extend the warranty on this and all other work to five years. Since we have been pleased with Delaware Elevator, Cathy N would like to accept both of Delaware's proposals to upgrade the doors and to extend our current contract. We will lose our one free month (Jan 2021) that was part of the initial contact, but the benefits outweigh this loss.
 - Cathy N moved that we accept the Delaware Elevator quote for \$34,605 to address the elevator doors. Jeff seconded. All in favor. Motion passed.
 - Cathy N moved that we accept the new Delaware Elevator five-year contract starting Nov. 1st, All in favor. Motion carried.
 - For about two weeks there will only be one elevator in service at a time. A technician will be present the entire time in case there is an issue with the in-service elevator. We will remind unit owners that deliveries will be limited during this period.
- Recent purchases (Cathy N):
 - New A/C in exercise room replaced the rusted, 6-year old unit
 - New fire pit cover
 - New ping pong table to replace the old one that broke
 - Adding a hand sanitizing dispenser to be installed across from the elevators
- COVID notices around Villa Towers (Cathy N): We are updating our notices, allowing access to rooms as long as occupants wear masks and social distance according to state and county guidelines.

Adjournment: At 4:53 p.m. Cathy G made a motion to adjourn the meeting. Seconded by Jeff F. All in favor. Meeting adjourned.