

Villa Towers Board of Directors Meeting
Monday, August 9, 2021
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, Maria Kaliniak

Notice of meeting – Confirmed posted in elevators and lobby on August 7th

Secretary Report (Cathy G) –

- Cathy G moved to accept the minutes of the June 28th, 2021 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) –

- A sixth month review of revenue and expenses was presented. Revenues from unit owners are paid to date. Some expenses are over budget, such as insurance, and some are under budget due to timing of billing and other factors. Net status is that we are on track.
- The reserves continue to build with \$32,500 in elevator, \$129,400 in painting, \$4,400 in Roofing, \$15,100 in paving, and \$48,100 in restoration. There is \$3,900 left in special reserve fund.

Old Business –

- Concrete Restoration (Cathy N) –
 - Concrete restoration is due this year. It was last done in 2019. A walk-through with our contractor, J&M Building and Restoration (Mike Perrine), has been completed, noting that there is nothing too major this year. The quote is being worked up now. The work should begin in October. In addition to the contractor's quote, there will be additional costs from an Engineer and permits. Depending on the total, an owner assessment may be needed.
- Fire Pump System (Cathy N) –
 - A leak was recently detected in our 50-year-old fire pump system. The source of the leak has not been found and is assumed to be underground. It is small now but could get bigger. We can approach this in two ways: 1. Find this leak at significant cost. This doesn't prevent new leaks. 2. Reroute the pipes above ground. This second option resolves our current leak, and any future leaks will be easy to detect and repair. We received an Initial quote of \$31,000 from Railsback a few months ago, but as costs are rising, a new quote is coming. There will also be permit costs. It is anticipated that this project would come out of the Restoration budget, which has a current balance of \$48,000. We can use this balance now and do one assessment for all upcoming projects. This project needs to be done soon.
- Electrical Panels (Cathy N) –
 - We have a new insurance company this year, as previously announced. One of the reasons the previous company dropped us was because of our old electrical panels (Federal Pacific). It is getting increasingly more difficult to get insurance for our over-25-year-old building. Therefore, we are considering replacing the nine panels identified. As well, Rob S recently took an inspector through our building and again the only issue identified is the electrical system.
 - Cathy N has been pursuing proposals to replace the panels. It has been very difficult to get inspections and contractors out to our building; however, we are expecting two proposals. We've had no indication of amount, but it will require a special assessment from owners.
 - One of the proposals, from Proton, will include a back-up generator to minimize inconvenience when power is shut off during work.

- 40-year Recertification Program (Cathy N) –
 - We expect that Palm Beach County (PBC) will be implementing a 40-year recertification program. One of our commissioners recently proposed the creation of a task force to look at every building, including condos and businesses, in PBC.
 - Generally, the recertification process looks at structural and electrical systems. We have obtained three estimates: \$4000 (Batista), \$7700, \$8000. We now need to get back to each to find out what these estimates include so we can accurately evaluate the proposals.
- Review proposal for automatic door installation (Susan H) –
 - During our last BOD meeting, we discussed automatic access for the front door and pool door. The preferred quote for the system is \$9640, plus two quotes for electrical that were obtained since our last meeting: \$1080 & \$2115, depending on access to power. The total project is estimated at \$11,000. This project is generally accepted by all and will be voted on during the review of all upcoming projects and special assessment.
- Hurricane Protection (All) –
 - All windows and doors must be high impact unless they are covered by approved shutters. Shutters must be well maintained. Susan Hoffman shared that she was recently advised that old hurricane shutters may impact the building negatively. Water can penetrate through screw holes, etc. Owners would be much better off having high impact glass only and to remove old shutters. Cathy G will send an email to ask owners to inspect their balconies and advise us of any issues.
- Building Painting (Cathy N) –
 - Building painting is also due and will be done after concrete restoration is complete. Painting is important not only for aesthetics, but to protect the building. It will be 10 years in March 2022.
- Owner input:
 - Tom Leng – Where are the fire pump system pipes? C: We don't know and there are no building drawings that show where the pipes exist. The only option for leak detection is the insertion of a video camera, which is not recommended by inspector. Replacement pipe will run along the north side of both buildings. Pool area aesthetics will not be affected.
 - James Taylor – Comment to suggest that we address the essential things first rather than the optional items. This is the BOD's intention.
 - Tom Newman – Another issue related to the Fire Pump System: The system controller is very old. If it breaks down, it cannot be fixed. A new controller would be necessary. While we wait for it, we would be required by law to employ a 24-hour fire watch, which is very costly. A proposal for a new controller to preempt any issue, has been requested.
 - Elizabeth Gittins – Can we do the meeting on Zoom so owners who are away can participate. This was discussed, possibility using the TV in the card room. Cathy G and Elizabeth will investigate interest and logistics.
- Adjournment: At 5:11 p.m. Cathy G made a motion to adjourn the meeting. Seconded by Jeff F. All in favor. Meeting adjourned.