

**Villa Towers Board of Directors Meeting**  
**Tuesday, September 7, 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. Absent: Maria Kaliniak

**Notice of meeting** – Confirmed posted in elevators and lobby on September 5<sup>th</sup>.

**Secretary Report** (Cathy G) –

- Cathy G moved to accept the minutes of the August 9, 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) –

- Our receivables are current up till September. We continue to be on track financially.

**Old Business** –

- Elevator inspection (Rob S) –
  - The inspection is now on Sep 17<sup>th</sup> with Delaware Elevator and Inspector.
- Exercise Equipment (Rob S) –
  - The console on the elliptical needs to be replaced. We are waiting for a proposal. The equipment was purchased six years ago and has performed well to date.
- Fire Pump System Pipes (Cathy N) –
  - Since our previous meeting, Railsback confirmed that the Code now requires a 6-inch fire pump system pipes, not the 4-inch pipes that were originally quoted. This also affects the rerouting of the pipes from outside to inside the building. The pipes will be routed through storage and lobby areas. The lobby pipes will be boxed in.
  - The revised quote with 6-inch pipes is \$38,000. A 25% deposit is required. There is money in the reserves to cover the deposit, but a special assessment will be required for the balance, as well as for other upcoming projects.
  - The work should begin within a month and is estimated to take about 10 days.
  - Cathy N motioned that we reroute the fire pump system pipes as specified and quoted by Railsback. Cathy G seconded. All in favor. Motion passed.
- Fire Pump System Controller (Cathy N) –
  - We are waiting on a quote for controller replacement parts as a precaution to cover future repair issues, as discussed at our August 9<sup>th</sup> BOD meeting.
- Concrete Restoration (Cathy N) –
  - The status of this project, originally planned for November, has changed due a new requirement for a Threshold Engineer, who must be available during restoration. This new requirement is a direct result of the building collapse in Miami. Our Engineer is not a Threshold Engineer so we now looking for one. The restoration project is now on hold; however superficial cracks not requiring an Engineer could be addressed sooner if we find the overall project is delayed too long.
- Electrical Panels (Cathy N) –
  - This is an ongoing investigation into replacing nine out-of-code electrical panels in anticipation of upcoming Palm Beach County certification requirements for older condominiums.
  - We have one quotation from Proton, which was quite high: \$161,300 + 15% contingency, totaling \$185,000. This quote includes \$30,000 for a back-up generator to maintain power during the 8-hour job. One option to consider is to forego the generator and save \$30,000. We are still waiting for two more quotations.
  - In the meantime, we have not been advised of any new electrical requirements from our insurance company. We will continue investigating but it is no longer a priority.

- The opportunity for owners to update their unit electrical panels at the same time was also addressed. Proton has quoted \$1500/unit as a bulk rate (10+ units), down from their usual \$1700/unit charge. Maria Palumbo noted that the County now requires that the box opens into the dining room, rather than the kitchen. An optional sign-up sheet will be circulated among unit owners once this is all settled.
- Automatic Doors (Cathy N & Jeff S) –
  - This project has been informally approved by the BOD and will be presented as a motion when we have additional information on other projects.
- Painting (Cathy N) –
  - This project will be scheduled after concrete restoration is complete.
- Maintenance Notes (Rob S) –
  - The recent issues in pool bathrooms are being addressed.
  - The dryer vents will be cleaned by Chuck Davis.

**Owner input –**

- Assessment Clarifications – There will be unit assessments for the upcoming projects. Depending on timing, there may be one or two assessments. It is likely that there will be an assessment for the pipes, automatic door, and concrete restoration, with a later assessment to cover outstanding projects when the details are known.
- COASI Update (Susan Hoffman) –
  - Susan H. and Elizabeth Gittins listened to a COASI webinar regarding building protection. Waterproofing was mentioned several times. Cathy N feels that our paint offers waterproofing. COASI reiterated that we should expect new requirements coming from the City, including certifications.
  - COASI cautions against floor tiles on balcony and shutters, as previously communicated to us by J&M, our concrete restoration contractors. and discussed at our last BOD meeting. Only impact glass windows are recommended, although owners need to keep up with sealing and caulking.
- Owner Assistance (Cathy N) – Cathy G was asked to send an email to owners advising that renter, Geeta Taylor, is willing to assist with their unit management. She is a licensed property manager working for a condominium on the island.
- Shutters (Bob Hoffman) – Are owners required to install high-impact glass now? No.
- Roofing Paint (Bob Hellmuth) – Is there building paint like the roofing paint seen in current TV commercials? It appears that commercial refers solely to roofs.
- Hurricane (Maria Palumbo) – A tree branch hit her rental car, requiring repair. Have the trees been trimmed? Hurricane trimming of trees has been done.
- Dune Fence (Maria Palumbo) – The sand and vegetation level is now at the same height as our sea wall. Is this compromising the integrity of the wall? The plants were trimmed in May.
- Generator Testing (Maria Palumbo) – When does our generator get tested? It is tested once a week and it is serviced every three months.
- Grease Fire at the Pool (Elizabeth Gittins) – After a grease fire occurred in the barbeque, it appears the briquettes need to be replaced. Can I buy new briquettes? Yes. Our cleaner is supposed to clean out the grease weekly. Cathy N will follow up.
- White Rock Replenishment (Elizabeth G) – The white stone needs to be replaced. Elizabeth got a quote, including delivery, for 7 and 9 yards. The price is \$1600 and \$2000 respectively. Elizabeth has volunteered to organize the work, asking for others to assist. Cathy N will ask our landscapers (again) and added that our landscaper should also be spraying for weeds along the fence and in the pavers in the pool area.
- Newsletter (Elizabeth G) – Kathryn Hoffman, Susan Hoffman, and Elizabeth Gittins will be meeting soon to produce a newsletter. Cathy G will be the BOD sponsor.
- Thank You (Cathy N) –
  - To Elizabeth Gittins for reviewing the concrete status of balconies of owners not here and assessing all the lighting out front. Elizabeth followed up with 2 contractors, one of which is coming out this Thursday to improve the lighting.

- To Tom Bernat who fixed the front door that wasn't closing properly. He has taken care of it every year.
- To Jim, our renter in 327, who we have hired as a Handyman for a nominal fee. He has been very prompt and good.

Adjournment: At 5:17 p.m. Jeff F made a motion to adjourn the meeting. Seconded by Cathy N. All in favor. Meeting adjourned.