

Villa Towers Board of Directors Meeting
Monday, October 20, 2021
Meeting Minutes

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

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

Notice of meeting – Confirmed posted in elevators and lobby on October 18th

Secretary Report (Cathy G) –

- Cathy G moved to accept the minutes of the October 4, 2021 BOD meeting minutes as previously emailed. Rob S seconded. All in favor. Motion carried. Cathy G will post to the website.
- Upcoming annual meeting dates and deadlines were reported, as follows:
 - Annual Meeting: Thursday, January 27, 2022 – 4pm
 - **Date change:** Budget Meeting: Monday, November 15, 2021 – 4pm

Treasurer Report (Jeff F) –

- Unit owners are paid up through October. Expenses in 2021 will come in less than anticipated, helping us to build our operating cash balance. The increase in operating cash will help to pay the insurance bill in 2022 by minimizing or eliminating the need to borrow monies to pay for this cost. Insurance is anticipated to go up approximately 20%.

New Business –

- Expanding the Board (Cathy N) –
 - Cathy noted that our By Laws permit the Board to consist of up to seven directors. A previous Board had reduced the number to five and we've stayed with that for several years. She would like to consider returning to seven so that the responsibilities can be spread among more people. It also makes taking on a Board positions more attractive to owners who wish to volunteer. No By Law amendment is required to make this change.
 - Cathy N motioned that we expand the Board to seven. Cathy G seconded. All in favor. Motion carried.
 - Cathy N appointed Elizabeth Gittins (729) to the Board as a Member at Large.

Old Business –

- Threshold Inspection Engineer for Concrete Restoration project (Cathy N) –
 - The Board proposes going with Hellas Engineering, Inc. for threshold inspection engineering support the concrete restoration project after much research, as documented in previous meeting minutes. The quote is about \$10,000 based on 6 weeks of work. Cathy N motioned that we accept Hellas Engineering proposal. Cathy G seconded. All in favor. Motion carried.
 - The earliest the Engineer is available is February 2022.
- Concrete Restoration project (Cathy N) –
 - Now that an appropriate Engineer has been found, we can proceed with concrete restoration. We plan to proceed with J&M Contractors at \$5,000/wk. for 6 weeks, plus the customary 15% contingency, which totals \$37,500. Cathy N motioned that we approve J&M to do the concrete restoration project based on estimates received. Jeff F seconded. All in favor. Motion carried.
- Automation of South Lobby and Pool Entrance Doors (Cathy N) –
 - When automated these doors will open via a handheld fob or using current access keys. Each apartment will get 2 fobs. J. Newton is the preferred contractor based on best price and previous experience with Villa Towers. Quote: \$12,755, including

electrical. Cathy N motioned that we automate the doors using J. Newton as quoted. Jeff F seconded. All in favor. Motion carried.

- They will also do repairs to our front north doors (motor + rods), estimated at \$6,400.
- Owner Assessment Review (All) –
 - Jeff F noted that based on today's approved projects we can now confirm the owner assessment. The total required for assessment is \$128,791. Reserves will not be used because they are currently too low. However, if any of the upcoming projects go beyond the estimates, the overage will be taken from reserves.
 - Therefore, the assessment per unit will be as follows:
30 stack: \$2,878; 29; stack: \$1,581; 27/28 stacks: \$2,724
 - Jeff F motioned that we approve a special assessment of \$128,791 for the upcoming projects. Cathy G seconded. All in favor. Motion passed.
 - The due date was established as December 10, 2021. All in agreement.
 - An official notice will be sent to owners with a request to send a separate check for assessments rather than lumping with the monthly maintenance fee.

Update on ongoing and future projects:

- Building Painting 2022: Cathy N will lead a painting committee to begin the bid process for painting the building, post concrete restoration, and is looking for 4 volunteers to join the committee.
- Internet Services 2022: The Internet services committee must again review our options before June 2022, the deadline to give notice to terminate our Comcast contract (90 day's notice). The committee will be led by Rob Saari who will contact the committee members.
- Fire Pump System Controller: A new controller has been ordered and is coming in soon.
- Fire Pump System Pipes: Starting Oct 25, building access may shift from day to day as work proceeds throughout the week. Signs will be posted.
- Cleaning of Pool Pavers: This will be done soon.
- Electrical Panel: This project is still on the back burner at least until next year, although we are still trying to get proposals in addition to the one proposal we have received so far.
- Cleaning Laundry Room floors: Machines will be moved and reinstalled after cleaning and painting floors. Signs will be posted when the schedule is known.

Owner questions/comments –

- Shutters (Patty Hetrick): Her new sliding glass doors will be arriving on Nov 19th (Window World) and she is wondering whether to replace shutters. Cathy N: It is the owner's choice whether to put shutters back or not and it is the contractor's responsibility to patch the concrete and seal. The building is responsible for the south common walkway.

Adjournment: At 4:57 p.m. Cathy N made a motion to adjourn the meeting. Seconded by Cathy G. All in favor. Meeting adjourned.