

## **Villa Towers Board of Directors Meeting**

### **Annual Budget Meeting**

**Monday, October 17, 2022**

### **Meeting Minutes**

Cathy Newman called the meeting to order at 4:32 p.m.

Roll call of Directors – Cathy Newman, Nhan Dinh, Elizabeth Gittins, Maria Kaliniak, Tom Leng, Jeff Foster attended by Zoom

Notice of meeting – Confirmed posted in elevators and lobby on October 15

Secretary Report (Elizabeth G) –

- Cathy moved to accept the minutes of the August 23, 2022 BOD meeting minutes as previously emailed. Jeff F seconded. All voted in favor. Motion carried. Elizabeth G will post to the website

Treasurer Report (Jeff F) –

- The CPA from our accounting firm has resigned. They have added a few others to work on our account. We have financial statements up through September. A few issues that Jeff is working through with the firm but no issues to be alarmed.
- Jeff reported that all owners are paid through September. One owner has not paid October.
- Budget expenses through September appear in line except for fire emergency expenses & maintenance expenses. Those are over budget because of repairs that had been recently completed.
- Budget for 2023 is currently being worked on. Once a draft is ready, Jeff will share with the other members of the financial group

Old Business-

- Comcast finalized contract 11/1/22 contract begins  
Internet bulk services & throw in DVR 20 hours cloud feature. Internet speed is now 300mbps, hotspot is 50-100. 3 months free installation of 2-HD boxes & gateway modem, you may call to install on 11/1/22. You will be pro-rated & credited to the November bill.
- RB Fire Inspector came in May 2022 and inspected the building with Cathy Gill. We received notification of this in June when we received the letter from the inspector. A response letter was sent to the RB Fire Inspector. We were inspected again & our citations were cleared.  
-Exit signs were replaced

- Electrical wiring was replaced because the wiring was tied together on the same circuit as emergency lighting and separate electrical line. The exit signs need to be illuminating at all times
- Fire extinguisher was added at the grill area
- The East stairwell door now closes securely
- The Annunciator has been repaired & functioning
- The heat detector went bad on the PH floor causing our fire alarm in the middle of the night. We learned that when a HD does not function, it shuts down the elevators. The HDs have exceeded their lifespans and we have replaced these HD modules.
- Proton electrical panels, small individual panels & large building panels
  - The small panels should arrive after 11/7, but waiting for confirmation
  - Large panels potentially work will begin after 10/24, but are waiting for confirmation. The dates continue to shift, while they are waiting for parts. Once the panels arrive, we have been told the work will take about a week to 10 days. Once they start the large panels, parking spots 1-7 will be a staging area for the company. Please use guest spots. Cathy will also check with the Villas & ask if we can use some of their parking spots. There will be a large generator and staging area in the front.
- Painting contract-Painting committee is recommending the acceptance of the bid from Smart Coat to paint the exterior of Villa Towers. We have met with them extensively. We have called their references provided. They were one of 3 companies that were recommended by the Porter Paints representative. They will begin 11/15/22. This date is based on the electrical panel replacement. We need the electrical job to be completed because we are running three swing stages for the painting job. This job is projected to take 8-9 weeks. The pool area will be closed for about 2 weeks while they are painting. We will provide more information through emails/notices as we get closer. All balconies & common walkways need to be cleared for painting. All shutters will need to be opened. They will have a staging area in the front. Vehicles will need to be removed away from the building. We have negotiated the price & extras for this job. Base price for the job is \$126,427. They will be cleaning, power washing, priming and painting. After power washing, areas that need stucco work will also be done by them. We have tried to keep the extras to a minimum by hiring Douglas from the concrete restoration company to do stucco & remediation work on 2 Saturdays last month. The paint will be ordered from Porter paints. The pricing has been held from the original paint quote from April. The painting protects the building. Elevator doors are not included with this company. They will be done by another elevator specific company after this job is completed.
- Cathy moved to accept the bid from Smart Coat. This bid is for the painting of our building. Elizabeth seconded. All voted in favor. Motion carried.

New Business-

- Painting committee recommends painting the lobby, card room and billiard room all one color to update the area. Peter the painter, will be painting the walls, doors & trim. His quote is very good. He will begin on 10/24.
- Elizabeth moved to paint the entire area (billiard room, card and lobby area) with Benjamin Moore Ivory lace/flat. Tom seconded. All in Favor-Jeff, Elizabeth, Tom, Cathy. Nay- Maria & Nhan. Motion carried 4-2.
- Roof inspection will be delayed until Feb 2023 due to the building painting.
- Barbara Helmuth is heading the 50th anniversary celebration for Villa Towers. Originally the discussion was to have a celebration in January 2023. May be wise to have later because of the building projects. Stay tuned.

Adjournment: At 4:42pm Cathy made a motion to adjourn the meeting. Elizabeth seconded. All in Favor. Meeting adjourned.