

Villa Towers Board of Directors Meeting
Monday, Mar 13, 2017
Meeting Minutes

Bob Hellmuth called the meeting to order at 5:30 pm

Roll call of Directors – Bob Hellmuth, Cathy Gill, Rob Saari, Cathy Newman, Mike Leach

Notice of meeting – Posted Mar 10

Secretary Report – Cathy Newman motioned to accept the minutes of the Board Meeting held on Dec 12, 2016, as emailed to Board members. Seconded by Mike Leach. All in favor. Motion passed. The minutes will be posted to villatowers.net.

Treasurer – Mike provided account information:

Operating account balance as of 2/28/2017 is \$70,711.97

Reserve account balance as of 2/28/2017 is \$230,468.77

- The Villa Towers statement of accounts is available and will be emailed to all owners by the secretary. It will also be posted to villatowers.net. This is within the required 90-days from Jan 1. (Done 3/15.)
- Mike L made a motion to carryover the excess amount of \$38,710 from the 2016 Operating budget to the 2017 Operating budget per standard year-to-year procedure. Seconded by Cathy G. All in favor. Motion passed.
- Mike L informed us that \$9,811 is left in 2015 in Special Assessment account. Mike L made a motion to leave it as is, rather than locking it up if put into reserves or moving to the 2017 Operating budget. Seconded by Cathy G. All in favor. Motion passed.

Old Business:

- Hurricane preparedness issues (Cathy N) – The recent preparation for Hurricane Matthew was reviewed, including a thorough review of the checklist.

Items of note:

- Deficiencies of owner units – An email should go out to remind owner what was not done and remind owners that it is their responsibility to prepare their unit and surroundings whenever they leave their unit unoccupied in hurricane season.
- First-floor windows – 3 or 4 proposals for high-impact glass have been received. Several options exist: Do all or some of the windows, have contractor or landscaper contracted to put up shutters and wood, investigate additional options, such as Armor Screen. The goal is to minimize what is left for the Board to do (i.e. entrances) since it is always unknown who will be present and able to assist when the need arises.
- Armor Screen – Cathy N will contact this company for alternative solution.
- White fence between VT & the Villas – slats removed to allow air through; then put back
- Tom N did a new comprehensive list of Hurricane Preparation list, which is found in the blue section of owners' manual. It will be revised based on recommendations from those who assisted in Sep 2016 and those present in the room.
- Many of the items used during the last preparation have already been replaced or restocked by Tom Newman.

- Owner pet approval(s)
 - A motion was made by Mike to approve the pet request submitted by Kim Hetrick (unit 227) and was seconded by Rob S. All in favor. Approved.
- Owner construction project approval
 - A motion was made by Cathy G to approve the renovation request submitted by Pattie Hetrick (unit 227) and was seconded by Mike L. All in favor. Approved.
- Parking lot lighting (Cathy N)
 - Proposals have been requested from vendors. Mike L suggests we have the plan approved by turtle people to ensure we are compliant before proceeding.
- Beach cleaning during turtle season (Bob H)
 - During turtle season tractor services cannot be used to clean the beach so alternatives for raking services are been reviewed.
 - Approximately \$500 left in beach cleaning budget
- Building Operating System & Operating Procedures book revised (Tom Newman)
 - This manual includes all items in the building. It was recently reviewed and updated by Tom Newman and typed by Kim Hetrick. Bob Yetran also contributed his knowledge. A few revisions are left and then it will be complete.
- Landscaping (Bob H)
 - The north side of the building is being sprayed for dollar weed
 - It was reported that we have a dead tree on north side (Diana B)
- Billiard room cabinets (Cathy N)
 - Cabinets quotes for a service area are being gathered by Bob Yetrin, who will pass them to Cathy N for review with the Decorating committee. Tabled until ready.
- Roof Stairway Railing Repair (Rob S)
 - The roof stairs railing will be welded on Mar 14 at a cost of \$925.
- Point of information: Mike L will be away from April 10 to June 1.

Adjournment: At 7:06 pm motion to adjourn was made by Cathy Gill. Seconded by Mike L. All in favor. Motion passed.