

Villa Towers Board of Directors Meeting
Friday, November 2, 2018
Meeting Minutes

Bob Hellmuth called the meeting to order at 9:29 am.

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

Notice of meeting – Confirmed posted in the elevators on August 30.

Secretary Report –

- Rob moved to accept the minutes of the September 4th meeting minutes as previously emailed. Bob seconded. All in favor. Motion carried. Cathy will post to the owner website.
- Review of upcoming meeting dates:

Annual Budget Meeting - Mon. Nov 19th @ 5:30p.

14-day notice w/limited proxy & budget out on Nov 5th

General Annual meeting - 4th Thursday in January: January 24th @ 4p

2nd notice: 14-day notice w/ proxy out on January 10

1st notice: 60-day notice w/ Election/Nomination form on Nov 26th (nominations due Dec 14)

Treasurer Report –

- Mike Leach –
 - Account balances as of November 2, 2018:
 - Operating: \$62,780
 - Special assessment: \$1682
 - Reserve: \$209,209
 - Mike made a motion to take out a line of credit with CenterState bank in the amount of \$100,000. Seconded by Rob Saari. All in favor. Motion carried 4 to 0 in favor.
 - Proposed Budget for 2019 – highlights:
 - Financially we are in good shape.
 - Slight increase for maintenance and landscaping.
 - No increase in maintenance fees.
 - Financial committee is meeting on Saturday to finalize budget and prepare letter.

Old Business:

- Elevator bids/contract proposals (Bob H):
 - The cost labor cost for elevator afterhours \$478/hour with KONE.
 - We are going to sign a contract with Delaware Elevator, pending hourly rate for anything not covered in the contract.
- Fire Dept Inspection – (Rob S)
 - The recent fire inspection found three fire extinguishers out of compliance that have since been replaced. Need to replace a plate, which may be part of the generator work.
- ELSS meeting – Mike, Rob, Bob and two fire inspectors attended.
 - Inspectors did not tell us what to do; just that everything looks good.
 - If we wish to avoid sprinklers, the inspector suggested we hire an ELSS engineering to write a report stating there is no need. Mike contacted Active Alarms (Andy), who is looking into it. Active Alarms has met with Fire Chiefs and the outcome from that meeting was that the Fire Chiefs don't know what to do. They can't enforce the new requirements and it appears

to be a problem to manage for them. Active Alarms recommended that Villa Towers wait until Active Alarms has a more definitive response from Fire Chiefs.

- Tom N asserted that Villa Towers needs to heed the Fire Inspector's advice to contact Engineering firm so that we are in compliance by Dec 31, 2019. Mike feels it was only a recommendation and that contacting Active Alarm is sufficient for now.
- Landscaping – (Cathy N)
 - There is new planting along the fence we share with the Hilton, and recognized Maria Kaliniak for all her work to enhance our gardens.

New Business:

- Generator –
 - Our generator is 11 years old with a life expectancy of approximately 15 years. It has been determined that we need a wind fence to prevent wind from hitting the generator, helping with rust issue. When FLP shut off the power, the generator did not come on when power was restored. The fluid level in the radiator was too low. Existing generator company, who made a recent maintenance visit to determine why the levels were low, will repair it but they feel there are several items that should be repaired in excess of \$10k.
 - Issue for Villa Towers is whether we spend \$10k on old generator or buy a new one (previously quoted at \$35k, which included a pad that we now have). Rob S recently got an estimate of \$8-9K to repair; \$23k to replace.
 - Tom N contacted three generator companies. All companies require an appraisal before they will prepare an estimate. 1st requires a diagnostic appraisal at \$450 before submitting an estimate. They declined to submit a proposal. 2nd One Stop Generator requires a diagnostic appraisal at \$200. For a new generator, they estimated \$24k plus other items, totaling up to \$30k. 3rd Insurance Power Solutions is coming out on Tuesday.
 - Rob S will ask current company for detailed repair proposal, wiring diagram, verify transfer switch is working, and get it running again.
- Waste Line:
 - The waste line located behind recycle bins was leaking due to a plastic baggie stuck in a garbage disposal. It was determined that the cast iron pipe is deteriorating and will spring a leak. It is recommended that we do a re-lining of the pipe. Apparently Sugar Sands and the Phoenix may have recently done similar work. Rob S will contact these neighbors to understand our options.
- ALSCO Floormat company – Barbara Leach has volunteered to meet the driver when he arrives, typically before InterKlean is here, so they can take care of floormats.
- Board membership voting rights – Clarification made by Tom N: BOD members do not have to be a unit owner to be a Board member. They would have voting rights on Board issues only. There is no requirement that Board members have to live at Villa Towers to be on the board. Mike reminded everyone that by having no management company, we can keep our maintenance fees low. This requires that everyone has to do their part.
- Owner voting – Tom N noted that each unit must sign and return an owner voting certificate. Some owners do not have this form on file. Cathy G has retyped the form and will send out to all members for signature with annual meeting notices.
- Posting of BOD meetings – Tom N pointed out that to be compliant with state rules, we must not only stipulate when BOD meeting notices are posted but also where they are posted. Cathy G will add "Posted in elevator" in minutes.

- Committee Chairs & Members – Tom N noted that there is indemnity for the BOD and for committee members. There is a committee list posted on the villatowers.net website. It is reviewed and updated annually.
- Hurricane shutters – Cathy N will have them taken down by the Armor Screen at next available appointment after Nov 30, which marks the end of hurricane season.
- Concrete restoration – Karen W asked about the extent of owner responsibility for reporting concrete issues. Mike L responded that it is the owner's responsibility to let the Board know if there is an issue on a balcony. If concrete inspector is here when owners are not, they will check your balcony. Owners should email villatowers.com and the Board will add it to the list to be repaired during the annual concrete maintenance, which is usually done in April or May, after the winter season when owners are away.

Adjournment: At 10:55 am a motion to adjourn was made by Mike L. Seconded by Bob H. All in favor. Meeting adjourned.