

**Villa Towers Board of Directors Meeting**  
**Monday, November 2, 2020**  
**Meeting Notes**

Cathy Newman called the meeting to order at 5:02 p.m.

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

**Notice of meeting** – Confirmed posted in elevators and lobby on Oct 31<sup>st</sup>

**Secretary Report** (Cathy G) –

- Cathy G moved to accept the minutes of the Sep 28<sup>th</sup> 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) –

- No report.

**Old Business** –

- Water Main Break Compensation (Cathy N, Rob S) –
  - Cathy recapped the August 18<sup>th</sup> water main break incident. A certified letter was sent to the City of Riviera Beach detailing all Villa Towers' expenses related to the issue. Julia Botel, our councilwoman, was copied and has indicated she will assist with facilitating our request for compensation from the City. To date we have received no response.
- Water Systems Proposals Review (Cathy N, Rob S) –
  - The water system is being replaced today by Sullivan Plumbing.
- Elevator proposal (Cathy N, Rob S) –
  - Cathy recapped the elevator issues, including the renewal of our contract with Delaware Elevator. Delaware will perform elevator upgrades during November. A notice went out informing owners of upcoming limited elevator use on Oct. 9, and notices will be posted when exact dates are known.

**New Business** –

- Proposed 2021 Budget (Jeff Foster/Finance Committee) –
  - Confirmed that the Annual Budget meeting will be November 18 at 3:00 pm. The 14-day notice will be sent to owners on November 4<sup>th</sup>.
  - Highlights of the 2021 proposed budget:
    - 2020 was a difficult year for us, including:
      - Insurance cost was \$88,000 and we had only budgeted \$82,000
      - Accounting fees increased and included billing from 2019, which was late
      - Utilities – Irrigation challenge - compensated by water usage offset
      - Maintenance expenses were lower than budget due to delays in projects during COVID 19 restrictions.
    - 2021 considerations –
      - Insurance will increase by about \$20,000 and accounting fees have increased; however, the accounting firm is aiming to get us back to our previous fees. If they can't get lower, we will again look at bringing it inhouse.
      - Housekeeping is going up \$200/month and Landscaping is going up at least \$100/month.
      - Utilities are in line with our budget from last year and going into 2021. There will be a 5% increase from Comcast, as well as usual annual increases in trash collection and other services.
      - Operating cash is \$21,000 to 22,000, which is less than the \$50,000 we typically hold. This is due to overspending in 2020 and losses in 2018 and 2019 (underbudgeted). An owner assessment of \$28,000 is planned to return to comfortable level.

- Roof project was completed this year. We propose moving the remaining \$9000 (estimated) in the Roof reserve fund to Restoration reserve fund.
- Maintenance Reserve Funding is now at \$70,244 with some numbers to still confirm.
- We are proposing a 6.7% increase in monthly maintenance fees.
- Questions/Discussion:
  - Tom N – When will we expect to collect \$28,000 special assessment?  
Answer: As soon as possible, which with a targeted Feb 1, 2021 due date.
  - Tom N – Why is Accounting expense at \$12,000, substantially higher than previous year of \$7,000? Answer: We're working with our Accounting firm to get back to \$7,000, which should start before of 2021. As well we are moving to paying our usual monthly bills online, bringing some tasks inhouse.
  - Cathy N – Comcast – Is the number correct? Answer: Yes
  - Tom Leng – Insurance – Is this figure pre or post new roof installation?  
Answer: Tom N responded: Our insurance company is aware of our new roof. Unfortunately, there are other mitigating factors, such as proximity to ocean, age of our building, lack of sprinkler system, and an overall increase in liability insurance settlements, among other issues. We will go out to bid in the spring (due April) to test the validity of our current company's proposal. Tom N welcomes new members to the Insurance Committee.
  - Tom Leng – Insurance – Can we work with nearby condos to spread risk by self-insuring? Answer: In Florida we are required to fund 100% of our assessed value.
  - Included in this budget is a rent increase for Unit 100 of \$50 per month in 2021. Notification will be sent by December 1 providing at least 30-day notice.
- Jeff F made a motion to accept the proposed 2021 Budget as presented. Seconded by Cathy N. All in favor. Motion passed.
- Jeff F made a motion to accept the special assessment of \$28,000 to restore the operating cash levels. Seconded by Cathy N. All in favor. Motion passed.
  - This information will be included in the 14-day Notice of the Annual Budget Meeting and a letter specific to this matter will be sent to owners on December 1<sup>st</sup>, providing 60-day notice. The assessment will be due on February 1, 2021.
- Other building activities (Cathy N):
  - Armor Screen will take down our hurricane protection screens in late November.
  - Pool area cleaning and sealing will be done November 10<sup>th</sup> by Tito Services.

Adjournment: At 5:46 p.m. Cathy G made a motion to adjourn the meeting. Seconded by Jeff F. All in favor. Meeting adjourned.