

Villa Towers Board of Directors Meeting
Monday, October 4, 2021
Meeting Minutes

Cathy Newman called the meeting to order at 3:00 p.m.

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

Notice of meeting – Confirmed posted in elevators and lobby on October 2nd.

Secretary Report (Cathy G) –

- Cathy G moved to accept the minutes of the September 7, 2021 BOD meeting minutes as previously emailed. Cathy N 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
 - Jan. 13, 2022 - 2nd Notice of Annual Meeting (14 days prior) - w/Proxy & any BOD nominee names & bios (if provided)
 - Dec. 18, 2021 - Due date for BOD nominations (40 days prior)
 - Nov 29, 2021 - 1st Notice of Annual Meeting (60 days prior) - w/BOD nomination form
 - Budget Meeting: Wednesday, November 17, 2021
 - Thu, Nov 4, 2021 - 14-Day Notice of Budget meeting w/Letter to owners, Proxy form, 2022 Proposed Budget, 2021/2022 Reserve Status
 - Finance team: Jeff, Don, Tom N, Mike L
 - BOD Status:
 - 3 positions are open for nomination for 2-year term (Rob, Jeff, Cathy G)
 - 2 positions have 1 more year of their 2-year term (Cathy N, Maria)
- Email to advise owners of upcoming assessments and increase in maintenance fees was sent on Sep 27th via email.

Treasurer Report (Jeff F) – No report/absent.

New Business –

- Expanding the Board (Cathy N) –
 - Cathy noted that our By Laws permit the Board to consist of seven directors. A previous Board had reduced the number to five and we've stayed with that for several years. She would like us to consider returning to seven to spread the responsibilities and thus make the Board more attractive to owners who wish to volunteer. Tabled.

Old Business –

- Fire Pump System Controller (Cathy N) –
 - We received a quote from Railsback for controller replacement parts as a precaution to cover future repair issues. We are required to keep the system operational. It will take about a month for the part to come in.
 - Cathy N made a motion to accept the quote from Railsback to replace the controller for \$15,000. Seconded by Rob S. All in favor. Motion carried.
 - This will be part of an upcoming assessment.
- Fire Pump System Pipes (Cathy G/Don G) –
 - Don met with Railsback this morning to walk-through the planned indoor route of the new pipes. The work will begin on Monday, Oct .25th and take about a week. They will start in the lobby.
 - Pipes will be delivered next week (week of Oct. 11th) in parking spot #1. They will also need parking spot #2. In addition, Railsback will need access to eight owner lockers to route pipes along the ceiling. Affected owners will be notified.
 - The TV in the fitness room must be moved before Oct. 25th.

- Notices will be posted to remind owners of the inconvenience.

Owner input –

- Back-up in garbage chute (Maria P) – Maria suggested that the sign that prohibits certain items from the chute should be updated to include plastics. Cathy N noted that the chute and garbage disposal has been an ongoing issue. Violators do not seem to read the signs. Cathy G pointed out that the last time this issue was brought up at a Board meeting, it was proposed that the next step is to lock the chutes thus requiring all to bring garbage downstairs. Cathy N encouraged owners to try to address issues with their floor neighbors before we take other action.

Adjournment: At 3:45 p.m. Cathy G made a motion to adjourn the meeting. Seconded by Cathy N. All in favor. Meeting adjourned.