

Villa Towers Condominium Association

Annual Meeting

Thursday, January 27, 2022

Meeting Notes

Cathy Newman called meeting to order at 4:05 pm

Roll call of Directors – Cathy Newman, Rob Saari, Jeff Foster, Cathy Gill, Elizabeth Gittins (by Zoom). Absent: Maria Kaliniak

Quorum Count – Proxy votes: 16, Owners present: 19, Total: 35. Quorum was satisfied, and the meeting proceeded. (27 needed)

Notice of meeting – Confirmed by the Secretary, as follows:

1st notice was emailed to owners on November 29, 2021; 2nd notice on January 13, 2022

The agenda was posted in the elevators and lobby on January 17, 2022.

Dispose of Election Results – No Election of Officers was required because four nominations were received for the five open positions. The owners who will constitute the 2022 Board are: Cathy Newman and Maria Kaliniak, who have one year left in their two year terms; and Cathy Gill, Rob Saari, and Jeff Foster who each submitted their nomination for a new two-year term. Elizabeth Gittins submitted her nomination for a two-year term. Cathy Gill moved that we accept the slate as presented. Cathy Newman seconded. All in favor. Motion accepted.

Cathy N made a motion to appoint Nhan Dinh (528) to complete our seven-member Board. Seconded by Jeff. All in favor. Motion carried.

Officer reports:

Secretary, Cathy Gill:

- Minutes of prior meetings were distributed to the Board prior to the meeting:
 - Cathy G. motioned to accept the January 28, 2021, Annual Meeting minutes. Seconded by Cathy N. All in favor. Minutes accepted.
 - Cathy G. motioned to accept the Budget Meeting minutes from November 15, 2021. Seconded by Cathy N. All in favor. Minutes accepted.
 - The list of Committees was circulated, and owners were encouraged to add their names.
 - Minutes will be posted on VillaTowers.net > Board of Directors

Maintenance, Rob Saari:

- Our Comcast contract, which expires this summer, is being reviewed by the Technology committee. The committee met with HotWire and is waiting for a proposal.

• Other maintenance items will be covered in the President's "State of Villa Towers" to follow.
Treasurer, Jeff Foster:

- As of Dec 31, 2021:
 - Operating income:
 - Revenues were on budget and were increased by the Special Assessment of \$28,000.
 - Ordinary income was \$41,000 including the Special Assessment of \$28,000.
 - Operating cash increased to \$70,000 up from \$30,000 at the end of 2020.
 - Reserves:
 - Total Reserves were \$317,000 up from \$197,000 at the end of 2020.
 - Reserve Balances were: Elevators \$35,000; Painting \$140,000; Paving \$16,000; Roof \$7,000; Restoration \$61,000, including the \$25,000 reimbursement from the City of Riviera Beach; Special Assessment \$58,000

Member at Large, Maria Kaliniak (Cathy N presented in her absence): • Better lighting around our sign at the street is being evaluated. Jeff Gittins and Bobby Ferrara strung lights on the palms, which also throws a lot of light.

Projects update, Cathy Newman:

- Automatic door system: We are awaiting the fobs for access. To leave the building, simply wave your hand in front of the pad and the door will open automatically. The fobs should arrive soon and will be distributed. Thank you to the Hoffmans for proposing the project and sourcing proposals, and to Jeff Gittins who supervised the installation over the past few weeks.

State of Villa Towers, Cathy Newman:

- A summary of work completed in 2021 was presented in chronological order, as follows:
 - Replaced bladder in hot water heater
 - Insulated domestic water pipes
 - Repaired standpipe on 3rd floor in the west stairway
 - Repaired leaking pipes and installed new floor in both pool bathrooms
 - Addressed issues noted in a Turtle Citation, changing lights to red on the east side
 - Solicited quotations for insurance renewal
 - Submitted successful claim to the City of Riviera Beach and received \$25,000, which was put in Reserves
 - Installed 2 additional beach signs for a total of 4
 - Sourced a new generator company, Genset Services
 - Had the building inspected by an insurance representative, who identified a potential future requirement to replace our electrical panels although all are in working order
 - Relocated pipes above ground for the fire pump system
 - Prepared budget for 2022
 - Contracted with J&M Contractors for concrete restoration and with Hellas Engineering for work expected to begin the end of Feb 2022
 - Painted interior white rim of pool
 - Increased the size of the Board of Directors to 7, adding Elizabeth Gittins in

October and Nhan Dinh today

- Installed new lights at the road entrance and still evaluating
- Established painting committee who has started the process to follow up concrete restoration with building painting

Cathy N thanked all Board members, volunteers, committee members for all their hard work and contributions helping to make all of this possible.

- A summary of projects planned for 2022 include:
 - Concrete restoration work (ETA Feb/March)
 - Building painting (ETA May/June)
 - Replenish white stones (ETA summer)
 - Cable/Internet review of HotWire vs. Comcast

Owner Questions & Discussion:

- Concrete Work (Ron Wetherell) – When will it start?
The work is expected to start in 2 to 3 weeks, pending the issue of the permit by the City. It will begin with the east wall. The building has already had an initial inspection by Threshold Engineer who will evaluate further as scaffolding is up. Units may be inspected inside, as necessary. Be sure to report any potential concrete issues.
- Automatic Doors (Barbara Helmuth) – Comment: Door takes a long time to close. It is on an 8 second delay to give people enough time to enter. This time can be adjusted. Your feedback welcome. There is a sensor so it will not close on you.
- Automatic Doors (Anne Marie Falcone) – How many fobs will each unit get? Each unit will receive 2 fobs, which is the same allocation of Medeco keys.
- Automatic Doors (Karen Agnello) - Do we always have the option to use a key? Yes. In a windstorm, it will be turned off and owners will need to use their key to get in. To exit, it's touchless.

Adjournment: At 4:36p, Cathy Gill made a motion to adjourn; seconded by Elizabeth Gittins. All in favor.

Minutes prepared by Cathy Gill, Secretary.