

**1010 West Beach Boulevard**

**Gulf Shores, Alabama 36542**

**September 7, 2016**

**Crystal Tower Owners**

**RE: Elevator Renovation Work and Special Assessment, Wristbands, Parking Permits, Beach Gate Code, and newly adopted Contractor’s Policy**

**Dear Owners,**

**August 27, 2016 was the Association’s most recent Annual Meeting of the Members. A large representation of owners were present, multiple proxies received, however, no quorum was met. There was a lot up for discussion and important information that you, as an owner, need to be aware of such as:**

* **Elevator work being completed that will be funded by special assessment**
* **An increase in the price of parking permits to $20 per permit effective January 1, 2017**
* **New wristband colors for guests and owners effective January 1, 2017**
* **The adoption of a contractor’s policy**
* **Changing the beach gate code to 153 effective October 1, 2016**

**First, the elevators at Crystal Tower have been a maintenance issue for many years. Much has been done in the past to improve upon their reliability; contracted companies have been changed, multiple boards have been replaced, third party inspections have been conducted multiple times, and it is now that we realize repairs to our elevators are not effective. It’s unfortunate that our elevators have been so severely damaged from the environment and heavy use. The originally installed elevators are simply not suitable for the type of condition and environment they exist in.**

**With the assistance of a third party independent elevator consultant with more than 30 years of experience, the Board has made a decision to make major renovations to our elevators that ultimately will result in a full replacement/modification of the system. All three elevators in the main tower will undergo a door operator system replacement which will eventually be incorporated in full modification. Nationwide 50 – 60% of all elevator entrapments and shut downs can be related to door issues. We will be replacing everything door related in all three elevators beginning this fall. All materials and hardware will be highly sophisticated, robust, plated, and much more suitable for our environment. The work will begin early in November and should take roughly 7 weeks per elevator; the elevator being worked on will be inoperable during that period.**

**The work is expensive and extensive, approximately $533,000. The remaining balance of the assessment will go into the reserve fund. It is for this reason that all Crystal Tower owners will be levied a special assessment to fund this work. The board has decided to levy a special assessment of $3600 (Three Thousand Six Hundred Dollars) per unit to fund the work. Half of this amount will be due December 1, 2016, the second half will be due July 1, 2017. Splitting the assessment up like this is an effort to make payments more affordable. It is important the assessment is paid on time.**

**All payments are due on the dates stated above and late payments will be fined just as your monthly assessments would be.**

**It has been some time since the Association has changed the color of the wristbands. It’s time now that we make this change; the new wristbands will be available and enforced beginning January 1, 2017. New owner wristbands will be an aqua color with CT debossed and new guest wristbands will be a blue and yellow swirl with CT debossed in white. Owners will be able to obtain their new owner wristbands on site at no charge. Rental wristbands will be available at the Young’s Suncoast office as they have been. Unused, still bagged, blue and white swirl wristbands can be exchanged for new ones. Please note that renter’s wristbands are not to be re used from renter to renter, they are to be newly purchased for each rental. The association depends on income from the sale of these items. White, blue and white swirl and green wristbands will not be accepted after January 1, 2017.**

**Parking permits have been discussed recently and it has been decided that the cost of each rental parking permit will increase to $20 per permit. This price will become effective January 1, 2017. Just as the wristbands, the sale of parking permits greatly contributes to the Association’s budget. Permits are not to be reused for rentals. It has been noted that some rental permits do not display departure dates and renters have been instructed to place the permit back in the unit when they leave. Re using rental parking permits cheats the Association out of income that it depends on. In an effort to better enforce parking permits, the Association has taken a stance that any owner who is noted to be re using rental parking permits will be charged $50 per occurrence. The new parking permits will be orange and you will be able to trade in your old, unused permits for the new ones. You will receive 1 new permit for every 2 old permits turned in.**

**Recently a lot of units have been remodeling, painting, re tiling, and generally conducting a lot of work in their unit. It is a good idea to re-invest in your property by doing this work, but please keep in mind that you have 170 neighbors in very close proximity. It is because of that the Board has adopted a contractor’s policy that we would like the owners to adhere to when doing work in their units. Basically, for any noisy operations conducted in one’s unit we ask that it be done during regular business hours, and not during the busiest months of the season. The entire policy can be found on Crystal Tower’s webpage,** [**http://www.youngssuncoast.com/association-management/crystal-tower/**](http://www.youngssuncoast.com/association-management/crystal-tower/)

**We also ask when conducting any work in your unit that you have your contractors check in at the front desk. If contractors need to check out a key to gain entrance to your unit, they will not be given access unless previously authorized by the owner. Please email your authorization and notification of work being done to the Property Manager, Joe Rynes, at** [**jrynes@youngssuncoast.com**](mailto:jrynes@youngssuncoast.com)**. Please email your authorizations in 72 hours advance so any accommodations can be made.**

**Finally, the beach gate code and the gate on the West end of the main building will change to 153 on October 1, 2016.**

**We thank you in advance for your timely submittal of the special assessment. We as a Board work diligently to keep Crystal Tower the best property in Gulf Shores. We are hopeful that with the changes laid out above we will help protect the Association, build a strong reserve, and address maintenance issues properly as needed. It takes a lot of work to keep a condominium of Crystal Tower’s size running, and we are extremely happy with our recent projects and excited to begin the much needed work on our elevators. Should you have any questions regarding the assessment or changes please contact our Property Manager, Joe Rynes at (251) 968-5324, or email at** [**jrynes@youngssuncoast.com**](mailto:jrynes@youngssuncoast.com)**.**

**Thank you,**

**Crystal Tower Board of Directors**