**Crystal Tower Condominium Association, Inc.**

**Board of Directors Meeting**

**December 5, 2015**

Meeting was called to order at 8:30 am.

Present were Board members Bob Guyton, Shelby Kirk, and Kevin Logsdon. Owners present were Lance Monk, Ron Sikes, and Terry Thomas. Representing Young’s Suncoast were David Bodenhamer and Joseph Rynes.

Bob Guyton made a motion to approve the Board meeting minutes from June 6, 2015. All in favor, the minutes from the June 6 meeting were approved.

Shelby Kirk made a motion to vote Lance Monk as newly appointed board member. Seconded by Kevin Logsdon, Bob Guyton voted yes. Lance Monk was voted in as a member of the Board of Directors.

Financials were discussed. The balance of the reserve account is predicted to be near $300,000 by the end of the fiscal year. Major projects to the building were paid for through the reserve account bringing the balance down. The recent increase to monthly assessments was discussed and noted that it is designated for the reserve account. The actual v budget was discussed and noted that we are on track and the financials are comparable to that of the previous fiscal year. In general the Board feels good about the financial situation of the association as well as the reserve account.

Insurance was discussed. D. Bodenhamer recommended the Board purchase a buy down insurance policy which would reduce the deductible from 3% to 1%. If Crystal Tower was to experience a catastrophic event the only way the condo would be able to pay the cost to re build would be through special assessment as is common in this type of situation. It was noted that Crystal Tower would be better protected from storms and flooding due to the location being on the North side of the road. Insurance will be discussed in greater detail in May.

The cable upgrade was discussed. Secure Vision is nearly complete with the upgrade with the exception of telephones in certain units and a couple of units still need to have receivers mounted on the wall. The board is happy with the cable upgrade to HD and the internet is performing much better. It is forecasted that the upgrade along with the phone installation should be completed within another month.

The flooring replacement in elevator 4 was discussed. Fire rated sheet metal was replaced at the base of the elevator, new marine grade plywood, a vapor barrier, and rubber tile was installed along with a waterproof sealant around the edges of the flooring.

It was noted that the painting project was completed and Phoenix Coating’s final payment was submitted.

Unit inspections were completed in the fall and were discussed. Overall few leaks were found and an email was sent to owners not having braided stainless steel water supply lines. If a water leak should occur and is caused by a sudden rupture of a water supply line, payment for repairs will be that of the owners. It was recommended the letter be posted to the website.

Crystal Tower’s line of credit was discussed and is up for approval. Kevin Logsdon made a motion to approve the renewal of the line of credit and it was approved by all members present.

Pet applications were discussed and approved after brief descriptions.

Wrist bands were discussed. Additional personnel are hired during the summer season for rule enforcement. The on-site staff will work to ensure that owners and guests wear wristbands throughout the year when using property amenities.

Pool gates were discussed. It was noted that all entrances to pools need to be a minimum height to be up to code for the Health Department. Quotes have been given on modifying several doors to the pools as well as the installation of two gates at the South pool. The Board will consider options to bring to pool up to code and will complete to work necessary after exploring all options for modifications and talking with the fire marshal to ensure any work done in the skywalk will not violate any fire codes.

Landscaping and dead palm tree removal was discussed. The board approved the removal of the dead palm trees around the property and will explore options to replace them at the next board meeting.

Winter projects were discussed. On site management and staff are working on various painting and resealing projects throughout the winter.

Security cameras were discussed. Proposal from IPSC were presented to the Board. Additional quotes will be provided to the board from other companies at the next board meeting.

The security agreement with IPSC was discussed. D. Bodenhamer recommended additional security for spring break and will work with IPSC and on site management to create a schedule prior to that time. Lance Monk made a motion to approve the contract with IPSC and all members present were in favor.

Late fees were discussed. Bob Guyton noted that he would like for no late fees to be assessed to owners catching up on the recent $25 dollar increase until April 1.

Christmas bonuses for Crystal Tower full time and part time employees were discussed and approved. The total amount is not to exceed $3000.

The meeting was adjourned.