**Crystal Tower Condominium Association, Inc.**

**Board of Directors Meeting**

**December 9, 2016**

The meeting was called to order by Kevin Logsdon at 10:30 am.

Present were board members Kevin Logsdon, and Shelby Kirk. Bob Guyton and Kris Bishop attended by phone. Also present was Ron Sikes, and our third party elevator consultant Bob Dieter. Representing Young’s Suncoast was David Bodenhamer and Joe Rynes.

Bob Guyton made a motion to approve the meeting minutes from October 15, 2016 seconded by Shelby Kirk. The meeting minutes from October 15 were approved.

Financials were discussed. David Bodenhamer discussed reserve contributions. About $16,000 are contributed to the reserves monthly. So far, about $300,000 has been collected for the elevator special assessment.

The elevator project was discussed. Bob Dieter attended the meeting to discuss the complexities of the project with the board. The elevator project is scheduled to begin the week of December 12. The supplies have taken longer to arrive than originally anticipated. Now that the parts have arrived they will be stored on site in a storage container in the parking lot. It was noted that one if not two elevators should be complete by the time spring break rolls around so it should be a good indicator in how effective the project is. There are no other anticipated expenses that could occur.

Property updates were discussed. It was noted that some units have installed new door locks on their front doors that violate policies previously set by the board. The board has only approved the installation of the Kaba 660K lock as opposed to the original lock set. Several units have installed keypad locks that are not mastered to the association master key, creating a potential threat should management need to get into a unit for an emergency. Notices will be sent to owners with the wrong locks installed instructing them to correct the issue by installing either the original lock or the approved Kaba 660K lock. No other lock is permitted on the front doors. Some owners also have a lock on their room containing the water heater. It is important that the association has a key to this room as well given there are water shut off valves in these rooms.

Roof repairs were discussed. Bob Guyton made a motion to approve the proposal from S & H Contracting to make needed repairs to the roof. The motion was seconded by Kevin Logsdon and approved. Roof repairs are not to exceed $4000. It was also noted that a caulk line along the south edge of the roof needs to be replaced.

Concrete repairs were discussed. The board was provided with two proposals for repairing the concrete along the North outdoor pool where the sand has washed from underneath. Management is to look into drainage issues with the gutter system prior to making repairs to the concrete.

Cameras were discussed. The board was provided an updated camera proposal from IPSC. It was decided that cameras have not been budgeted for the year and will not have them installed.

Palm trees were discussed. Kutter’s provided a proposal to replace both of the entrance Medjool palm trees that had been blown over with Sylvester palm trees for $3000. The Board would like to table the palm tree discussion for a later meeting.

The Young’s Suncoast contract was discussed. Bob Guyton made a motion to accept and sign the contact, seconded by Shelby Kirk. The motion passed.

The meeting was adjourned at 12:15pm.