**Crystal Tower Condominium Association, Inc.**

**Board of Directors Meeting**

**January 23, 2016**

Bob Guyton called the meeting to order at 8:30 am.

Present was Board member Shelby Kirk, owner Ron Sikes, and representing Young’s Suncoast were David Bodenhamer and Joseph Rynes. Bob Guyton, Kevin Logsdon, and Kris Bishop were available via phone.

A motion was made by Bob Guyton to approve the December 5, 2015 Board meeting minutes seconded by Kevin Logsdon, and Shelby Kirk. The minutes from the December 5, 2015 meeting were approved.

Financials were discussed. It was noted that two units were more than thirty days behind in their dues. Young’s Suncoast notifies owners who are in excess of 60 days late on their dues, who are then given thirty days to pay their outstanding balance. If 90 days has been reached a letter will be sent on behalf of the association and a lien can be filed against the unit owner.

The Crystal Tower year end audit for 2015 was discussed. It was received by all Board members and reviewed. There were no specific questions regarding the audit.

Pool doors were discussed. All entrances to the pools need to have a self-locking and self-latching door with a latch at least 54” above the finished floor. Two of the doors can be modified by the Crystal Tower staff, leaving three other doors to be done professionally. Young’s Suncoast will discuss with city officials whether or not a building permit will be necessary. The board approved the modification of all doors as stated above as long as all city and county officials approve of the modifications.

Elevators were discussed. The elevators have been functioning well lately but they have been affected by the recent weather, specifically the high humidity and large amounts of rain. Thyssen Krupp has recommended the association replace the remaining door board operators in elevators 1 and 3. The board agreed to go ahead and replace the door board operators trying to get them covered under contract, but if not possible to go ahead and do it prior to spring break.

Cameras were discussed. There are still additional proposals that the board would like to review prior to making any decisions. The locations of the cameras was discussed and noted that additional cameras might be needed in the parking lots.

Water leaks were discussed. The most recent water leak came from a refrigerator water dispenser causing damage which required air movers and dehumidifiers to dry out two units. The board agreed to pay the cost of drying out the units. A letter will be composed and sent to the owners updating them about water leaks. D. Bodenhamer recommended the board to send a letter to the owners annually regarding water leaks.

Palm trees were discussed. There are currently 6 dead palm trees on the property. Management provided the board with a proposal to remove and replace the dead palm trees. It was decided to wait until later in the summer before removing and replacing the dead palms on the property.

Service agreements were discussed. Management is working to provide the board with agreements in which the association would benefit through ensuring quick response from contractors following large storm events. Agreements for review should be available by March.

Media room rentals were discussed. The board decided to leave the policy on the media room rentals as it has been in the past, which is to only to be reserved for owners and winter guests and not allowed to be rented by summer guests. Options were discussed on the possibility to capitalize on opportunities to rent the room but questionable as to what type of income the rental could produce given the relatively small size of the room.

Spring break was discussed. Additional staff and security will be hired to help with the renters. The board is ok with bringing on the additional security to ensure the property has personnel on site 24 hours a day.

The next board meeting date was set for March 12, 2016 at 8:30 am at the Young’s Suncoast office.

The meeting was adjourned at 10:15am.