**Crystal Tower Condominium Association, Inc.**

**Board of Directors Meeting**

**February 17, 2017**

The meeting was called to order by Bob Guyton at 8:30 am.

Present were board members Bob Guyton, and Shelby Kirk. Kevin Logsdon, Kris Bishop, and Lance Monk attended by phone. Representing Young’s Suncoast were David Bodenhamer and Joe Rynes.

Kris Bishop made a motion to approve the meeting minutes from December 9, 2016 seconded by Kevin Logsdon. The meeting minutes from December 9 were approved.

Financials were discussed. It was noted that a few owners are behind on their monthly dues. Owners who are behind on assessments are notified and fined on a schedule. It was also noted that the financials are always run on the final day of the month and some of the owners may have been paid up by the time the financials are sent to the board for review. There are currently no liens filed against owners.

The Audit report for 2016 was discussed. There were a few adjustments made by the auditor on the aging report for the accounts receivables. Crystal Tower has some taxable income – being anything that’s not an assessments such as parking permit and beach service income. The auditor recommended depositing the BP settlement money directly into the reserve account, which the association did. Lance Monk, the treasurer, plans to go over the financials with management when he is in town next.

The elevator project was discussed. Thyssen Krupp is currently working on elevator 3. After three weeks of work they have nearly replaced the door tracks, headers, and interlocks on every floor. Once they have completed that they will begin working on the top of the elevator cab replacing the operators. The board asked if the operators are protected from lightning strikes. Management will ask the contract elevator company.

Property updates were discussed. The staff has been painting the breezeways in front of the elevators on each floor. The weather and humidity has been difficult to paint in. The staff is going to begin painting the floors on each level when the weather is not so humid and when the occupancy of the building is lower.

Some pool furniture needs to be replaced and some refurbished. Bob Guyton made a motion to refurbish 25 pool side lounges and purchase 4 new 42” tables, seconded by Kris Bishop.

Other items needing to be replaced soon were also discussed such as the metal doors to the pool pump room on the South side of the property.

Other projects were discussed such as painting the stairwells and pedestrian bridge. The North and South faces of the building also need to be painted. The board would like to obtain prices for painting both the North and South faces of the building. Painting the North side of the building should be relatively easy and could be done incrementally. Management will get a price to paint each floor individually. Painting the South side would most likely be done on swing stages dropping down from the roof so the contractors do not have to go through the units.

Management will provide the board with 3 quotes to have a professional reserve study completed. The goal will be to have a long term capital improvement strategy.

Future board meetings were discussed. The board will meet again at some point in April. The board also discussed the Annual Meeting. Several owners have expressed interest in having an earlier meeting so the board will look into having the meeting the third week of August at 9 am.

The meeting was adjourned at 10:00 am.