**Crystal Tower Condominium Association, Inc.**

**Board of Directors Meeting**

**April 21, 2017**

Kevin Logsdon called the meeting to order at 8:40 am.

Present were Board members Kevin Logsdon, Shelby Kirk, Lance Monk and Bob Guyton (via teleconference). Representing Young’s Suncoast was David Bodenhamer and Joe Rynes. Owner Ron Sikes was also in attendance.

Bob Guyton made a motion to approve the meeting minutes from February 17, 2017 seconded by Lance Monk. The minutes from February 17 were approved.

Financials were discussed. It was noted that 2 units who had fallen behind in assessments were turned over to the attorney. Both units fully paid their assessments before any other action had to be taken. It was also noted that a unit that previously sold is still on the member balance sheet and was requested by the board to check with the auditor to have it removed from the financials. Management will work with the auditor and accounting to make the proper adjustments.

The board was given an update on the elevator project. Currently ThyssenKrupp is over halfway complete on elevator 1. They should have it turned over for operation in two weeks or less. Since elevator 3 has been renovated and turned over the operation the elevator has been much improved. There have been some learning curves on the installation but the technicians gained speed since starting. There have been 2 shutdowns on the recently renovated elevator and the problem has been identified. It can be correlated to newly installed equipment needing to be adjusted and should not be an issue after the adjustment.

The third party elevator inspector Bob Dieter came to the property on April 14 to inspect the completed work on elevator 3. He is confident the new hardware and door operating system will improve the reliability of the elevators and decrease the shutdowns. He was happy with the work that ThyssenKrupp has performed and noted that they must continue to use corrosion block on all surfaces possible to inhibit the growth of rust and corrosion. It will be beneficial to wipe down the tracks with corrosion block and Bob recommends the techs not only spray the product where applicable but also wipe it on in places to avoid heavy buildup.

Reserve studies were discussed. Management obtained proposals from 3 different companies to perform a reserve study for Crystal Tower; Reserve Advisors, Dreux Isaac & Associates, and Miller Dodson. After getting multiple references for each company and reviewing sample studies the board decided to go with Dreux Isaac and Associates to perform the study. Bob Guyton made the motion to approve Dreux Isaac, seconded by Lance Monk and approved. Management will contact the company to schedule the study and hope to have a report in hand by the annual meeting in August.

Other recent proposals obtained by management were discussed. In the previous board meeting the board decided that they would like to obtain bids to paint the North and South faces of the building. Management has been working with several companies to obtain those bids and only a couple have come back. As the remaining proposals come in they will be shared with the board so they can make a decision on how to move forward. Any painting project done to the exterior of the building would not start until the fall.

VFP has provided management with a proposal to take over the monitoring of the fire panel. Hunter Security currently monitors the panel while VFP does all the repairs and runs the weekly and annual tests. Switching to VFP would result in a small savings and would also bring all fire life safety equipment work to one company. The board is in favor of making the switch to VFP if Hunter Security would still provide programming work if ever needed.

Management noticed the existence of termites on the property recently. Pest Control was contacted to treat the small area on the West side of the property in front of the covered parking area. Termites are known to show up this time of year. It was recommended that the association have all dead palm trees removed from the property as they could be a source for more termites. Management is to work with Kutters to have the trees removed.

Property projects and updates were discussed. Several lights in the parking lots and in the porte-cochere were out and have been replaced; management had to hire an electrician and a lift to change out the bulbs. Pool furniture has been cleaned and several re strapped as previously approved by the board, common area hvac systems have been serviced and are ready for the summer season, the tennant floor cleaning machine has been repaired, pool coping painted, and doors on the south side of the property have been painted.

Beach Service was discussed. It was noted that the beach service commission is up about 11% from last year. The new company has been easy to work with and their website is user friendly and chairs can be reserved on their site. Owner can also obtain their owner discount by reserving chairs online.

Door locks, water supply lines, wristbands, and parking permits were discussed. It was noted that only about 18% of units in violation have changed out their lines. A follow up inspection will be conducted in the spring to get a final count of who has not changed their lines, and will eventually be fined. During the inspections it will also be noted which units are re using their parking permits and wristbands so those owners violating parking rules will also be fined. There is one unit that will be fined for not changing out their front door lock. Multiple attempts have been made to contact the owner by phone and email.

The meeting was adjourned at 9:45am.