

**Crystal Tower Condominium Association, Inc.**  
**Board of Directors Meeting**  
**August 16, 2019**

Kevin Logsdon called the meeting to order at 10:32AM.

Present were Board members Kevin Logsdon, Shelby Kirk, Lance Monk and Bob Guyton. Board member Kris Bishop joined via teleconference. David Bodenhamer and Property Manager, Jay Kee represented Young's Suncoast, and also present was Crystal Tower 2009 owner, Ron Sikes.

Board meeting minutes from May 31 were previously reviewed and approved. There were no further minutes to review.

The current financials for Crystal Tower were reviewed and discussed. All agreed that the financials looked good. The Board reviewed Budget vs Actual numbers.

Major property projects were discussed. The Board reviewed the C-Sharpe contract submitted for the East and West stairwell tower work. Kevin Logsdon made a motion that C-Sharpe will begin work on Jan 02. The motion was seconded by Lance Monk, with all in favor. C-Sharpe is confident that all stairwell tower work will be completed by the first week of March. C-Sharpe also submitted an addendum to stairwell tower proposal to complete wall coatings at the end of each breezeway. A motion was made by Kevin Logsdon to approve the addendum, seconded by Lance Monk, with all in favor. The Board reviewed another proposal submitted by C-Sharpe to replace sealants and recoat the walls, ceilings and floors at each elevator landing. It was agreed upon by the Board to hold off on this project for now. After a year of traffic on the newly coated 2<sup>nd</sup> floor breezeway, Management, the Board, and C-Sharpe are not happy with the wear. C-Sharpe has agreed to recoat the 2<sup>nd</sup> floor breezeway with more texture and a darker color, at no charge to HOA. Management will follow up with C-Sharpe as to a schedule for the project.

A proposal from NATRO Refinishing was discussed. The proposal included a rust prevention and re-coat of all unit door exteriors, as well as the interior and exteriors of all breezeway common doors. The Board agreed to move forward at this time with all unit doors and just the 2<sup>nd</sup> floor common doors. Bob Guyton

made a motion to proceed as discussed. Kevin Logsdon seconded the motion, with all in favor. Management will follow up with NATRO Refinishing to schedule the project.

Phase II of the elevator modernization was discussed. The Board review job specifications submitted by consultant Bob Dieter. The Board would like to set up a conference call with ThyssenKrupp and Bob to further discuss the specs, as well as the bid process for the job. Management will schedule a conference call in the next few days.

Discussion was held on some property matters. A proposal was reviewed to recoat and reseal the parking lot. It was agreed upon at this time to hold off on any parking lot work. A plan was discussed to implement a charge for any malicious activity, causing damage to Crystal Tower property or elevators. Management will follow up with other properties with similar plans in place, as well as further discussion with our legal team. Having service animals on property was briefly discussed. Crystal Tower follows all ADA regulations in regards to service animals. A proposal from Bama Flooring to install new flooring in the Lobby office was presented to the Board. Currently there are three different types of flooring in the office and all are showing age. Bob Guyton made a motion to proceed with Bama Flooring, seconded by Lance Monk, with all in favor. Travis Daniel has been working on property as part of the summer staff. Travis has been working through a staffing agency and has done an excellent job. It was discussed by the Board to bring Travis on as a full time employee once his hours with the staffing agency had been fulfilled. Kevin Logsdon made a motion, seconded by Bob Guyton, with all in favor to hire Travis Daniel to a full time position.

The Board will meet again Friday, September 27.

The meeting was adjourned at 12:31PM.