

**Crystal Tower Condominium Association, Inc.**  
**Board of Directors Meeting via Video/Teleconference**  
**April 23, 2020**

Kevin Logsdon called the meeting to order at 8:49AM.

Roll call was taken and present were Board members Kevin Logsdon, Shelby Kirk, Lance Monk, Bob Guyton, and Kris Bishop. David Bodenhamer and Property Manager, Jay Kee represented Young's Suncoast.

Board meeting minutes from January 24, 2020 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. As of April 21, only seven (7) units have yet to pay the current month's dues. One (1) unit is delinquent and the issue has been turned over to the attorneys.

Management provided a final update on major projects. The East/West stairwell project has been completed, and final payment has been made to C-Sharpe. The unit/common area door painting project has been completed. Touch-ups have been done and final payment has been made to NATRO Refinishing.

Kevin Logsdon provided an update on Phase II of the elevator modernization plan. ThyssenKrupp Project Manager Brandon Hilton has been moved to the Salt Lake City, Utah region, but will continue to be involved until his replacement is hired locally. The work at Crystal Tower remains a priority and on schedule unless the parts supplier is shut down due to COVID-19. As of now parts are scheduled to be delivered in August with a second payment due to ThyssenKrupp at that time. The cab interior manufacturer has delayed their on-site visit until mid-June. Initial submittals have been reviewed by ThyssenKrupp and once finalized will be sent to Crystal Tower for signatures. The Board and Management will continue to monitor the plans in regards to how long the COVID-19 closures continue.

The staff at Crystal Tower has remained busy during the downtime. Maintenance lead Bill King and seasonal hire Travis Daniel have completed multiple painting projects around the property, as well as pressure washing the stairwell tower

interiors from floor 20 to the ground. Custodial lead Reva Burgin and new hire Kim Moes have completed deep cleans in all common areas. The Board and Management welcome Kim to the Crystal Tower team. She will assume all duties previously held by Reva, who has retired after spending 13 years at Crystal Tower.

The Board discussed several cost cutting measures to save money during this difficult time. Management will speak to current vendors in regards to cutting back or suspension of non-essential services. Lance Monk will review line items in the budget and work closely with Management to bring additional spending costs down.

Moving forward, we will all await the decisions made by Governor Kay Ivey and the Baldwin County Health Department regarding re-openings. The Board tentatively plans to meet again in person or by video conference mid-May dependent on current status of COVID-19 closures.

The meeting was adjourned at 9:33AM.