

**Crystal Tower Condominium Association, Inc.**  
**Board of Directors Meeting**  
**May 22, 2020**

Kevin Logsdon called the meeting to order at 8:31AM.

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.

Board meeting minutes from April 23, 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. It was noted that the reserve fund is growing. There was a review of units with delinquent dues, and only five units were listed. Those units 60 days delinquent will receive a letter and have 30 days to clear the delinquency before turnover to the attorneys. The Crystal Tower insurance policy for Windstorm and Property damage will renew 05/25/20. There was an increase of 25-30% on the cost, and it was noted that the increase was across the board for all properties. Kevin Logsdon made a motion to move forward with the renewal, seconded by Lance Monk, with all in favor. Crystal Tower is under an agreement with Complete DKI for any catastrophic remediation work, if ever needed. The renewal process changed this year and the Board has asked management to follow up with a representative to further clarify the renewal.

Management provided some property updates to the Board. All services that were cut back or suspended due to the COVID-19 shutdown have been resumed. Now that traffic has increased on property, the Board approved bringing an additional seasonal staff member on board. The second position will be 32 hours a week and will on site from 10AM-6PM. The transition to new parking passes and wristbands for rental guests has gone well, but management and security are still seeing old passes and bands being used. One more reminder will be sent out to owners and management companies regarding the change.

The Board was also updated on current property projects. S&H contracting will be on site in the coming weeks to make some necessary repairs to the roof. LA Pools

is scheduled to be on site 06/01 to replace some tiles at the North and South hot tubs, and also at the South pool. Tidwell Air Systems is involved in an ongoing project wrapping condensate lines at the entrance to the SkyWalk. Once all of the lines have been wrapped, the drywall ceiling removed for the repair work will be replaced with a drop tile ceiling. Shelby Kirk noted some issues with unit exhaust vents on the East and West sides of the building. It was agreed upon by the Board to schedule an inspection for the fall.

Longtime Board member Bob Guyton is selling his Crystal Tower unit and submitted his resignation from the Board, effective 06/01. Kevin Logsdon made a motion to accept the resignation, seconded by Lance Monk, with all in favor. Bob was thanked for his continued dedication not only to the Board of Directors, but also to Crystal Tower. The remaining Board members will review applications previously received, and appoint a new member in due time to serve out the remainder of Bob's two year term.

The Annual Meeting is still scheduled for August 21 / 22. Management and Board members will continue to monitor the COVID-19 situation and will reschedule /postpone the meeting if needed. Board President Kevin Logsdon will be sending a letter to all owners addressing the Annual Meeting.

The Board will meet again in July, with a firm date to be set at a later time.

The meeting was adjourned at 9:54AM.