



CRYSTAL
TOWER

July 14, 2020

Dear Owners,

I hope that you are all staying safe and healthy. I wanted to update you on some changes to the Board. On June 1, Bob Guyton resigned from the Board. Bob was one of the original members of the Crystal Tower Board. He held several positions including President. The Board would like to thank Bob for the many years of service and his numerous contributions to make Crystal Tower a better place. He will be greatly missed.

Robert Monsein was selected by the Board and will serve out the balance of Bob's term. He attended his first Board meeting on Friday, July 10. Robert has been a permanent resident at Crystal Tower since June 2019. He and his wife, Lesley, have two daughters and two grandchildren. He currently is a District Manager for Keurig Dr. Pepper. He has several years of experience in sales and management. Robert served on the HOA Board of an 800+ residential community located in Woodstock, Georgia a suburb of Atlanta. His number one priority "is to be a part of what makes Crystal Tower the best place to be and keep up the great success the current Board has accomplished." Let's all welcome Robert to the Board!

Finally, with the current COVID-19 situation, the Board has decided to postpone the Annual Owners' Meeting and the Meet and Greet, which were originally scheduled for Friday, August 21 and Saturday, August 22. The Board is looking at November or December (excluding Thanksgiving and Christmas holidays) as possible dates. We will continue to monitor and keep you posted.

Take care, stay safe and healthy!

Regards,

Keven

President, Board of Directors

Crystal Tower Condominium Association, Inc.
Board of Directors Meeting
July 10, 2020

Kevin Logsdon called the meeting to order at 8:34AM.

Present were Board members Kevin Logsdon, Shelby Kirk, Lance Monk, and Robert Monsein. David Bodenhamer and Property Manager, Jay Kee represented Young's Suncoast. Board member Kris Bishop was unable to join the meeting.

Kevin Logsdon welcomed Robert Monsein to the Board. Robert is a permanent resident at Crystal Tower, and was appointed as the newest member following the resignation of Bob Guyton.

Board meeting minutes from May 22, 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. The next payment to ThyssenKrupp Elevator Americas for the second phase of elevator modernization is due in the August / September time frame. Parking pass and wristband sales are down \$30K from this time last year. It was also noted that only a couple of owners are behind on dues.

The upcoming elevator modernization project was discussed. Parts are scheduled to be delivered in August. Management and the Board will meet with ThyssenKrupp in the near future to discuss a final timeframe for the project. As a cost cutting measure, a full cab interior restoration may be dropped from the scope of work. A final decision will be made by the next Board meeting. The Board is also considering including a second major property project at the same time as the elevator modification project. Management provided the Board with a brief overview of elevator service for the last two years. All agreed that service has been good.

Management provided some property updates to the Board. Since the Covid-19 shutdown and subsequent reopening, staffing has been an issue. The new hire for Custodial lead at Crystal Tower quit, and hiring a replacement has been difficult.

The same holds true for Seasonal employees, as the temporary agencies are having difficulty finding candidates willing to work. The Board made a decision to provide the remaining four Crystal Tower staff members with a “Mid-Summer” bonus as a thank you for stepping up and keeping the building and property in first class shape. Lance Monk made a motion to move forward with the bonus, seconded by Robert Monsein with all in favor.

Crystal Tower lost both longtime security guards within a couple weeks. Management has been working with IPSC to replace the guards. There is a new five day a week guard in place, with a fill in guard covering two days.

Luke Gerald with Complete DKI joined the meeting to discuss an agreement for catastrophic remediation (named storms, water events, fire, etc.). The Board will review the agreement and make a decision whether to move forward.

The Board was also updated on current property projects. S&H contracting made necessary repairs to multiple blistered areas of the roof, and will soon make some repairs to drain stacks on the roof. Management is monitoring the end of the boardwalk ramp. The tropical system that moved through the area early June washed out a considerable amount of sand and created a slight drop at the end of the ramp. Tidwell Air Systems is involved in an ongoing project wrapping condensate lines at the entrance to the SkyWalk. The Board has asked that the remainder of the project be completed in the fall. Motion sensors will be added to the lights in trash chute rooms on each floor. Lights will turn on as someone enters and will turn off upon exit. A couple of late summer / early fall projects were briefly discussed, including the painting of SkyWalk doors and replacing light bollards at the South pool.

Hunter’s Furniture provided an estimate to replace the four chairs in main lobby area. The current chairs are dated and showing considerable wear. Kevin Logsdon made a motion to approve the estimate, seconded by Lance Monk with all in favor. The new lobby chairs will be delivered in August.

Management provided the Board with a demonstration a misting system that is currently being used to disinfect common areas around the property. The product used is called Bio San 4 and is diluted with water. Areas are treated with a fine mist that dries to the touch with in minutes.

Based on attendance of recent meetings and with the uncertainty of the COVID-19 situation, the Board has decided to postpone the Annual Homeowners Meeting. Lance Monk made the motion, seconded by Kevin Logsdon with all in favor. Notice will be sent to all Crystal Tower owners alerting them of the postponement. Updates will be provided as to when the meeting will be rescheduled.

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

The meeting was adjourned at 10:42AM.