

**Crystal Tower Condominium Association, Inc.**  
**Board of Directors Meeting**  
**August 27, 2021**

Kevin Logsdon called the meeting to order at 2:00 PM.

Present were Board members Kevin Logsdon, Shelby Kirk, Lance Monk, and Robert Monsein. David Bodenhamer and Property Manager, DeAnn Duhon represented Young's Suncoast. Board member Kris Bishop joined via teleconference. Also in attendance: Ron Sikes (Unit 2009 Owner) and Jody Blount, Crystal Tower Lead Maintenance.

The current financials for Crystal Tower were reviewed and discussed. It was noted that \$1.6 million of the Special Assessment has been received with \$250,000.00 remaining to be collected. It was also noted that nearly all owners' accounts were current regarding HOA dues and the Special Assessment. Invoices from Willoughby Roofing for approximately \$440,000.00 for the Main Building reroof and from Thyssenkrupp for the elevator modernization for approximately \$72,000.00 were noted to be the outstanding amounts owed to contractors at this time. It was discussed that the Parking Pass/Wristband/Dog Leash income had been corrected and as of July 31, 2021, \$128,424.20 had been collected and seemed to be on track to exceed the budgeted amount of \$150,000.00. The \$400,000.00 Line of Credit was discussed, and Lance Monk made the motion to pay off the balance. Kevin Logsdon seconded the motion, with all in favor. All Board members agreed that the financials look good.

Kevin Logsdon provided an Assessment update. Five owners have not paid the August Assessment and one owner has not paid the Assessment for July and August. An email will be sent to those owners requesting that payment be made in 7 days. If the payments are not received a letter will be written with the assistance of Daniel Craven and mailed to delinquent owners.

The elevator modernization project was discussed. Thyssenkrupp is scheduled to resume the project on September 13<sup>th</sup> and Car 1 will be out of service for approximately 6 weeks in order to complete the modernization. Once Car 1 is complete, Vasile will then begin the interior updates to Cars 1,2 and 3. Each car's

update should take approximately 2 weeks. The ceiling lights will be updated to dimmable LED lighting, new blue upper wall panels and new lower panels that match the finish of the doors will be installed. A gray stone look was chosen for the car floors. The returns on each side of the car doors will be replaced. Samples of the selected finishes were displayed. It was noted that confirmation is needed regarding replacement of the front and back floor indicators. Robert Monsein discussed that the buttons, lights and sound notifications on each floor need to be inspected, replaced or adjusted as needed. The indicators and new call button boxes need to be checked for rust. These items will need to be included on the punch list once the modernization of Car 1 is completed. The tile work on each floor will need to be done after the modernization as well.

The punch list items on the Main Building Roof and Skywalk have been completed and the final step is for GAF (Manufacturer) to inspect the roof. Willoughby Roofing and Tidwell Air have recently made repairs to SkyWalk due to leaks but hopefully those have been resolved. With the approaching storm in the Gulf the SkyWalk will be tested and Willoughby contacted again to address leaking if needed. It was agreed that payment would not be issued to Willoughby Roofing until the warranty inspection by GAF is complete. Mike Davis has been contracted to begin repairs to the flashing of the Elevator and Stairwell Penthouses and is to begin at the end of September. Once the flashing is repaired Bonded will return to complete the installation of the Lightning Protection and Secure Vision will be notified that they need to reroute their cabling. Management has had discussion with Bonded about a possible return date and with Secure Vision about the need to reroute their cable. It was noted that the roof needed to be secured due to the approaching storm.

The report provided by GCI Consultants, LLC and letter from Paul E Beers, GCI Managing Member/CEO was discussed. It was noted that Mr. Beers stated in his letter that based on his 40 years of experience with windows, doors and windstorm damage, along with his observations at this project, it was his opinion that most if not all the windows and doors of Crystal Tower were damaged during Hurricane Sally and likely will require replacement. The report and letter will be submitted with the supplemental insurance claim. A notification was sent to Owners to document any water penetration they may be currently experiencing or may experience during the approaching storm. This information would help with the

insurance claim. Jansen will be providing a copy of their submittal to be reviewed before submitting the supplemental claim to the Insurance Company. They are scheduled to provide this information on Monday, August 30<sup>th</sup>.

Proposed Major Projects were discussed. Two Engineering Firms have looked at the South Pool House, BECI and Thompson Engineering. A proposal has been received from Thompson Engineering which includes four options. The need for Option 1 to be completed immediately was discussed but that the need for an elevator enclosure would be revisited once the cost of the upgrades for Car 4 are provided by Thyssenkrupp. It will be around \$5000.00 for Option 1 which includes the assessment, failure analysis and recommendations of all waterproofing and roofing components on the South Pool House including the detached cabana. Kevin Logsdon made the motion to hire Thompson or BECI based on a \$5000.00 price to develop a Scope of Work for the South Pool House. Shelby Kirk seconded the motion, with all in favor.

A bid has been received from MD Thomas to repaint the SkyWalk. MD Thomas completed the previous repaint in 2017. Their current bid of \$47,508.00 is significantly higher than the cost of the 2017 repaint and a meeting has been scheduled with MD Thomas for Tuesday, August 31<sup>st</sup>. Kevin Logsdon noted that the price was needed for the Supplemental Insurance Claim because the paint on the SkyWalk was not peeling until after Hurricane Sally. The area under the SkyWalk will be looked at by MD Thomas and Thompson Engineering. C-Sharpe will also be providing an estimate for repainting the SkyWalk. The need for the entire SkyWalk to be primed was discussed.

Shelby Kirk has met with vendors who have provided the cost of replacing the Condo Entrance Doors. The cost of replacing those doors with a Fiberglass option is approximately \$3000.00 to \$3500.00 and the cost of replacing with a metal door is approximately \$1500.00 to \$2000.00. That price does not include the cost of painting. It was noted the Fiberglass option would be ordered in a chosen color and would not be painted and would last approximately 20 years. Maintenance and Management met with Sherwin Williams Coatings Representative in the hope to provide an acceptable finish for the current doors. Two doors have been repainted with this new paint after the rusted areas were sanded to bare metal. Weather stripping and a new door sweep have also been installed. These doors

have the original thresholds. There are two door sweeps available, one with a rubber gasket and one with a felt gasket. The sweep with moving parts is significantly more expensive. The colors of the doors were discussed with the clay color of the 1609 door preferential to the lighter color of 1608. The darker color covers the exterior better with only two coats vs. three coats for the lighter color which would make it more cost effective. Shelby Kirk suggested doors near the elevators need to be tested as they seem to be in the worst shape. It was decided that Unit 205 would be a good candidate for testing. Maintenance discussed the process, paint and amount of labor. Management calculated the price for repainting is approximately \$300.00 excluding the cost of the weather stripping and door sweep. David Bodenhamer noted painting the condo entrance doors is the responsibility of the HOA. There was discussion of passing along the price of the weather stripping and door sweeps to the owners as repairs are the responsibility of the Owner. Management noted the need for common area doors and frames to be replaced, specifically at the South Pool House and Roof. What type of door to replace with was discussed and Management will contact vendors for proposals.

Proposals have been requested and one submitted by Constant Asphalt to Seal Coat and Re-stripe the parking lots. Lance Monk noted the need to have the area in the North parking lot to the left of the elevators evaluated for repair. It was noted it is lower and holding water after every rain. A November/December timeline was discussed and the need for additional proposals that include the cost of possible repairs before a vote would occur. David Bodenhamer will follow up with the name of a vendor he has contracted in the past.

Staffing was discussed with Management advising Larry King had been hired as a custodian to replace Travis Daniel. It was noted that one of the custodial positions will be eliminated after Labor Day and that two custodians would be retained year-round. An evaluation of all will be performed after Labor Day and the two most competent custodial employees will remain on staff. The challenge of finding competent staff is still an issue due to the labor shortage in our area.

The last signed contract with IPSC is dated 2016 but a budget has been signed by management each year. A bid to provide security services has been submitted by APS but the yearly cost is significantly higher. Management noted that the local

contact for IPSC has given notice that he will be leaving his position soon but that IPSC has not notified Crystal Tower of the change, nor do they notify management when they cannot provide a Security Guard to cover all shifts. David Bodenhamer noted the lack of notification was a reason he made a change to APS for Security Services at another property managed by Young's Suncoast. Mr. Bodenhamer reported his experience with APS has been positive but that the proposal provided to Crystal Tower is \$2.00 more an hour than what YSC is currently paying at the other property. Mr. Bodenhamer noted that in his experience communication has not been an issue with APS and the service they have provided is superior to what he experienced with IPSC. Crystal Tower's current Security Guard, Vonche Bert, is planning to continue in his position until at least the end of the year. Kevin Logsdon asked David Bodenhamer if Von could be brought on staff through YSC as Crystal Tower Security. Robert Monsein noted that the Security Guard IPSC has provided for the weekend, Mary Ann, would also be someone who should be retained. David Bodenhamer advised that YSC would not be providing Security Staff due to the liability and that staff would need to continue to be provided through a Security Services firm. David Bodenhamer also advised that San Carlos has contracted Security Services from a firm from Mobile, AL and that Management should follow up with Dan for their contact info and his opinion of their performance at San Carlos. David will also follow up with Brian Fortenberry at APS regarding the difference in the hourly rate of our proposal. The Board will revisit the issue of Security at the next Board meeting, date to be determined. Mr. Bodenhamer noted that the level of security services in our area and in his experience has been abysmal for some time and will not improve until more qualified staff can be hired and that will be more expensive.

Parking and Guest Registration Certificates (Parking Passes) were discussed and the possibility of providing additional parking for guests for a fee. Ideas of designated areas and certain color passes were discussed as well as setting up a point of sale at the front desk for purchases. Management will follow up with information regarding point-of-sale options to be presented at the next Board meeting. Management presented results of a report of parking violations for the months of June to August 2021. The need for a consequence for violations was discussed and ideas of how to address. A wheel clamp (boot) was discussed as well as how to collect fines. Kevin Logsdon noted the information should be

presented to the Owners before the Board votes. He also noted that the color of the Crystal Tower Guest Registration Certificates (Parking Passes) and Wristbands are scheduled to change in 2022.

Security cameras were discussed. Kevin Logsdon and DeAnn Duhon had met with Secure Vision and with Verkada to discuss a need for additional security cameras in the parking lot and facing the North and South facades of the Main Building. The cameras Verkada could provide seem to be a better fit for what is needed at Crystal Tower and are more cost effective. A Verkada demo camera has been installed facing the South façade of the Main Building and Kevin Logsdon noted it is performing well. Management will add the remaining Board members as users so they may also view the live camera feed and judge the camera performance at their convenience. It was also noted that the view does not include the interior of any condo and only shows motion from a balcony. The features of the cameras offered by Verkada and their proposal were discussed. Kevin Logsdon noted that the Verkada representative indicated Crystal Tower would receive better pricing if cameras were purchased before the end of October. After discussions it was decided this topic will be revisited at the next Board meeting, date to be determined.

The current Fire Control Panel is at capacity and no additional devices can be added. With the Elevator Modernization – Phase II, Heat Sensors were required on levels (Parking, Lobby and Floors 2-20) to meet code. A new Fire Control Panel would be required to accommodate these devices. The original estimate to replace the panel was \$150,000.00 but VFP was able to source a new panel for about \$20,000.00. This will result in a savings of \$130,000.00 for the Association. The new panel is scheduled to be installed before the modernization of Elevator Car 1 is completed.

The Hurricane Preparedness Manual has been updated by Robert Monsein with the assistance of Management. Pictures of the Crystal Tower grounds, structures, landscaping and Common Areas have been updated.

Updating the Contractors Policy was discussed. Management will follow up and provide an updated policy to the Board for approval. Many items were discussed to possibly address in an updated policy such as time of year, luggage cart damage,

contractor check in, the new TPO Membrane Roof, elevator failure due to large items banging into doors or doors being held while moving furniture and equipment and the need for newly installed HVAC units to be tied down and numbered.

Kevin Logsdon addressed the upcoming Annual Owners Meeting. He presented an overview of the Subjects and Speakers listed on the Annual Owners' Meeting Agenda. The Proxy form was discussed and any confusion due to the creation of an additional Proxy Form by some Owners of Crystal Tower. A reminder from the Board will be emailed to the Owners advising them to submit the Official Proxy Form. The Annual Owners' Meeting will be available to view via Zoom and a link will be emailed to the Owners. Ron Sikes, Owner of Unit 2009 and who is assisting with the Zoom presentation of the meeting, discussed camera placement and explained what Zoom attendees will see during the meeting.

Lance Monk notified the Board that his Condo is under contract and if the sale is completed, he will be resigning from the Board of Directors. The scheduled close date is August 31<sup>st</sup>. The Board did not wish to appoint a member due to the short time frame between Lance Monk's pending resignation and the upcoming Annual Owners' Meeting. Kevin Logsdon made a motion to elect Chris Bishop Secretary/Treasurer of the Crystal Tower Board of Directors. Lance Monk seconded the motion, with all in favor.

The meeting was adjourned at 4:13 PM.