

Crystal Tower Condominium Association, Inc.
Board of Directors Meeting
October 29, 2021

Kevin Logsdon called the meeting to order at 1:04PM.

Present were Board members Kevin Logsdon, Shelby Kirk, and Ron Sikes. David Bodenhamer and Property Manager, DeAnn Duhon represented Young's Suncoast. Board member Kris Bishop joined via teleconference. Board member Robert Monsein was unable to join the meeting.

The current financials for Crystal Tower were reviewed and discussed. It was noted that almost all the Special Assessment payments have been received with 11 Owners delinquent on payment. The Board will follow up with those Owners and request payment by the following Friday. Kevin Logsdon noted that there are outstanding invoices due to Willoughby Roofing and David Bodenhamer noted outstanding invoices due to ThyssenKrupp Elevator, Davis Roofing and Bonded Lightning Protection. All outstanding invoices are approved for payment except for Willoughby Roofing. The invoice for the Main Roof will be paid once the Warranty Information is provided. It was noted that there are issues with the Skywalk Roof and funds for that invoice will not be released until all items on the punch list are completed and the Warranty Information is provided. Ron Sikes had questions about the budget being that he is a new Board member. It was noted that the only shortfall at this time is the increased cost of insurance coverage and that will have to be addressed in the 2022 budget and as expressed in previous Board meetings and notification to the owners, will most likely be resolved through a special assessment. David Bodenhamer noted that increased Insurance Cost and Building Maintenance Expense will need to be addressed in the 2022 Budget. All Board members agreed that the financials look good.

The elevator modernization project was discussed. Car 1 has been inspected and is operational. Vasile will begin the Cab Interior updates on January 3rd, 2022. There was discussion about punch list items that would need to be turned in to TK Elevator and Bob Dieter and the tile replacement on each floor and the parking level. Management will follow up with Mr. Dieter and the vendors that have been contacted regarding the tile replacement.

The GAF Warranties (Roof Membrane Manufacturer) for the Main Building and SkyWalk Roofs were discussed. After their roof inspection, GAF provided Willoughby a list of items that needed to be address. These items have been completed and application for the Roof Warranty has been submitted. Willoughby Roofing continues to work to address the items on the SkyWalk Roof. Andrew Ousley is to follow up with Management with a date for the SkyWalk to be inspected by GAF.

The new Fire Sprinkler System Control Panel installation has been completed.

The South Pool House, Gazebo, SkyWalk Towers and North Pool Perimeter Wall were discussed. Thompson Engineering completed the Waterproofing Assessment and Repair Recommendations of the South Pool House and Gazebo and their findings have been submitted to C-Sharpe. Hollis Anderson with C-Sharpe is reviewing the findings and will be providing a bid for repairs accordingly.

The need for a SkyWalk Structure Review was discussed. Thompson Engineering has provided a proposal for the review. Kevin Logsdon made the motion to hire Thompson Engineering to do a structural review of the SkyWalk and provide a recommendation for the type of paint to be used during the repaint. Shelby Kirk seconded the Motion, with all in favor.

The residential doors at Crystal Tower were discussed. Due to the large lead time for replacing the Condo Entry Doors, which are a Owner's expense, it was decided to delay this to a later date. Based on current lead times would place the installation during the busy season. The Board discussed the option of painting these. Management provided a bid to have the doors repainted. One option would be utilizing Crystal Tower Maintenance Team repaint the doors and keep up with other maintenance projects and usual operations. Replacement of the door sweeps and door weather stripping was also discussed. Management will follow up with Maintenance regarding these projects and provide an update to the Board so that a decision may be made at the next Board meeting, date to be determined.

Replacing the South Pool, South Pool Pump Room, Roof Access and South SkyWalk doors was discussed. Management provided bids from 3 vendors for both hollow metal and fiberglass doors. Management is to follow up with Brabner and Hollon to determine if their quote includes installation and to request that they

modify their quote to include all fiberglass and no hollow metal doors. The vote was postponed until that information is provided to the Board at the next meeting, date to be determined.

Proposals to Seal Coat and Restripe the parking lot were presented by Management. After discussion, the area in the Northeast corner in the Parking Lot where water is pounding would not be addressed at this time. Kevin Logsdon made a motion to have the Parking Lot Seal Coated and Striped with a price limit of \$15,000.00. Ron Sikes seconded the motion, with all in favor.

Retailing and repair of the North and South Spas was discussed. The leaks at the South Spa have been detected and mapped. Management has contacted and requested bids from several vendors with little response. At this time there are no proposals for retailing and repair of the spas to present to the Board, but Management will follow up with Vendors and have that information available at the next Board meeting.

Repainting the Ceilings, Walls and Floors of the Breezeways of every floor in the area from the electrical room to the trash room and directly in front of the elevators. There was discussion regarding having them painted by the Crystal Tower Maintenance Team or by a contracted vendor. Management provided a proposal of \$2,200.00 per floor. It was noted that Jody, Lead Maintenance, has indicated his team can paint either the Condo Entry Doors or the Breezeway area but does not feel they could complete both during the Fall/Winter season. Management will provide an update at the next Board meeting.

Parking Passes and Wristbands were discussed. Kevin Logsdon noted that several options for wristbands had been discussed – using the current option, the type used at waterparks and concerts or perhaps the type with a chip that would require a reader. It was noted more research would need to be done before a decision could be made regarding changing the Crystal Tower Wristbands. Raising the cost of the Parking Passes was also discussed. Management stated that her research showed most HOA's in the area were charging \$30 to \$50 for Parking Passes. There was further discussion of consequences for Parking Pass violators. It was decided that Parking Passes should be available for sale on an as needed basis at the Crystal Tower Office and that a Point-of-Sale system would be needed to handle those

transactions as well as the cost of a fine/consequence implemented by the Board. It was decided that a vote for increasing the cost of a Parking Pass should be postponed until after more research as well as more research on the Point-of-Sale System and Wristbands could be presented at the next Board meeting. The goal is to have any changes implemented before Spring Break 2022.

Security and Security Cameras was discussed. A trial camera that faces the South side of the Main Building has been provided by Verkada as well as a proposal for 13 cameras to be placed in various exterior locations of the Crystal Tower property. The proposal was discussed, and Ron Sikes made the motion to accept the proposal for Security Camera Purchase, Installation and a 5 Year License from Verkada. Shelby Kirk seconded the motion, with all in favor.

Management provided a Staffing update. Rebecca Tramp was hired as a Custodian and is employed by Young's Suncoast. Management reported positive feedback regarding Rebecca's job performance. It was decided that Management would research the cost of buying out the Express Employment Contract for Tiffany Dade in order to have her transition to being a Young's Suncoast employee.

The cost of Security and area companies providing Security was discussed. Management stated that IPSC services have improved. Management is to follow up with IPSC regarding their current budget to make sure it includes the cost of a weekend Pool Security Guard from Memorial Day to Labor Day 2022.

The replacement of the HVAC Supply Line Hoods was discussed. Davis Roofing is scheduled to replace the current hoods in next few weeks. The job should be completed before the next Board meeting.

SecureVision rerouting their roofing cable was discussed. Management reported that Bonded Lightning had to come back to Crystal Tower to repair 12 connection points that had come loose on the Main Roof most likely due to SecureVision connecting their cables to those points. Bonded advised Management that no vendor was to connect anything to those points going forward and Management sent notification to Len Cody with Secure Vision via email.

Management provided a proposed updated Contractors Policy for the Board's consideration. Kevin Logsdon notated that the new Policy needs to state that no

deliveries from Vendors, ex. furniture deliveries, are to be made on a Saturday or Sunday before lunch. He stated there is too much congestion at those times due to checkouts. It was decided that each Board member would review the updated policy and an update would be discussed at a later date.

Management informed the Board that a vandalism incident had occurred between 2 Owners. Security Camera footage was reviewed and provided to Gulf Shores Police Department and charges were pressed against an Owner.

Other items were discussed. Management noted the need to have Owners replace their old hot water heaters. It was decided that Management will follow up with a plumber to obtain a life expectancy/warranty of a hot water heater and a price for replacement. The approved locks for Crystal Tower were discussed and why the Falcon and Kaba locks are the types of locks used at Crystal Tower. It was noted that is necessary for Management to have a Master Key for all Condo Entry Doors in case of an emergency. Door mats, signs placed on the exterior of residential doors and lock boxes on the breezeway railings were also discussed. Management was advised to inform Owners that signs and lock boxes would be removed for painting and not replaced.

The meeting was adjourned at 3:27 PM.