

Crystal Tower Condominium Association, Inc.
Board of Directors Meeting
December 3, 2021

Kevin Logsdon called the meeting to order at 1:05PM.

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

The current financials for Crystal Tower were reviewed and discussed. Ron Sikes had a question about how proposed projects are funded. Major projects are funded by the Reserve Fund and general expenses for maintaining the building are funded by the Maintenance Fund. Management will forward a copy of the Reserve Study to Ron Sikes. It was noted that an update to the Reserve Study may be needed in the next 3 to 5 years. Revenue generated from the Beach Chair Commission and Parking Pass/Wristband/Dog Leash Sales have both exceeded the 2021 Budget, but it was noted that in comparison the Parking Pass revenue was not what it should have been. There are 4 Owners who have not paid the Assessment. Julie Gilley has contacted these Owners and requested their payments. The Board will also follow up and if payment is not received in a timely manner the delinquencies will be reported to the HOA Attorney. All Board members agreed that the financials look good. Kevin Logsdon requested the Board members review the 2021 Budget and begin to assemble a Budget for 2022. It was noted the increased cost of Security Services and Insurance Coverage will need to be included in the 2022 Budget.

Major Projects were discussed beginning with the Elevator Modernization. ThyssenKrupp is scheduled to be on site Monday, December 6th to begin installation of the Hoist Way Outer Doors. Management provided an update regarding the Cab Door finishes. Vasile Elevator will be installing a skin of the selected finish to the doors during the Cab Interior updates that will begin on January 3, 2022. Management will compile a punch list to be submitted to TK and Bob Dieter. Management will follow up with tile vendors and continue to attempt

to source a vendor to replace the damaged or missing tiles on each floor and the Parking Level Elevator Pad.

Kyle Willoughby of Willoughby Roofing is scheduled to visit Crystal Tower before the end of the year to assess the SkyWalk. Several issues such as leaking, membrane rippling, discoloration and ponding water were discussed. Shelby Kirk noted the roof was to be sloped and it is not. All these issues will be addressed with Kyle during his visit, along with the cost of repairing the SkyWalk interior sheetrock that has been damaged due to the roof leaking. The GAF (Roof Membrane Manufacturer) Inspection for the warranty and payment for the remainder of the SkyWalk invoice are pending until the needed repairs to the SkyWalk are complete.

Management will follow up with Len Cody of Secure Vision regarding relocating their cable on the main roof. An email was previously sent to Mr. Cody but Management has not received a response. It was noted that Secure Vision also needs to repair the holes remaining on the exterior of the elevator shaft due to the removal of their satellite equipment.

The South Pool and Gazebo recoating was discussed. This will be a 3-month project and C-Sharpe is scheduled to begin staging the first week of January and to begin work the second week of January.

Crystal Tower Maintenance has been pressure washing the Breezeways of each floor and painting the ceiling, walls and floors of the areas in front of the elevators. Pressure washing will be completed to the 10th Floor over the weekend and painting will resume next week. Weather permitting the painting will be completed at the end of January 2022.

Repainting the Condo Entrance doors was discussed. Management has received a bid to repaint the doors for a cost of \$300.00 per door. The scope of work includes sanding, priming, and applying two coats of paint to each door. Robert Monsein made the Motion to contract Professional Roofing and Construction to repaint the Crystal Tower Residential Entry Doors. Shelby Kirk seconded the Motion, with all in favor.

Management will follow up with Jason Padgett of United Markings for a scheduled start date for Seal Coating and Restriping the Crystal Tower parking lot.

The Verkada Security Cameras will be scheduled for installation once the final shipment of cameras has been received. A meeting will be held with representatives from Verkada and RJ Young prior to the installation to ensure the cameras are installed at the best angles to maximize the viewable areas. The installation of the cameras at the South Pool House may be delayed until the recoating of that area is completed.

Kevin Logsdon provided an update of the Wind Driven Rain Review. Kevin has been gathering information requested by Sedgwick and WSHB, the insurance carriers attorney, regarding Hurricane Sally. On January 10, 2022, he will have a meeting with Lynn Perry to review the information and on January 11, 2022, there will be an Examination Under Oath. The week of the 24th of January the Insurance Adjuster will bring in another Field Inspector. Lynn Perry has sent a proposal from Childress, an engineering firm that would study the building. The cost is \$25,000.00 to \$30,000.00 and Kevin will email the proposal to all Board members. If Childress' proposal is accepted their study would be conducted at the end of January.

The SkyWalk Structural Review will take place next week. Thompson Engineering will use a manlift to study the SkyWalk and they are projected to have the report prepared by December 17, 2021.

Parking Passes and Wristbands were discussed. It was decided that any changes would take effect in the Spring. There was discussion of raising the cost of a guest parking pass to \$35.00 per pass which seems to be an average cost for the area. The color of guest parking passes will be changed each year. Vendors and housekeeping will be required to check out and return a pass to the front desk and each type will have an identifying color. Security was an issue at the Annual Owners' Meeting and several solutions were researched by Management, including vehicle gate entry using RFID tags and staffing 24/7 entry Security. There were many advantages to having vehicle gate entry, but it is very costly as is the 24/7 entry Security. It was decided the best option for now would be to start with changing the color of the parking passes and having the consequence of a vehicle

boot lock or vehicle tow that is enforced. If problems persist the additional options of Gated Entry or 24/7 Security could be presented to Owners as possible solutions. Management questioned if there was a time limit on Parking Passes. The Board decided that a Parking Pass would be valid for the duration of a guest's contracted rental term. Changing the type of wristband used for Crystal Tower guests to a waterproof vinyl wristband with a one-time use plastic snap requiring the wristband to be cut off was discussed. Raising the cost of a wristband to \$2.00 was also discussed. It was decided that at the next Board meeting samples of vinyl wristbands would be provided as well as feedback from Owners regarding a wristband change. Kevin Logsdon made the Motion to raise the cost of Crystal Tower Guest Parking Passes from \$20.00 to \$35.00 and to change to a new color each year. Shelby Kirk seconded the Motion, with all in favor.

Common Area Door Replacement (Pool House and Roof Access) was discussed. Management presented 3 proposals to the Board. Robert Monsein and Shelby Kirk will review all quotes and perhaps have a conference call with the vendors to discuss the details of the installation.

Management reported the Fire Sprinkler System and Control Panel is working well with no issues.

Management provided an update on Staffing at Crystal Tower. Tiffany Dade, Custodian, is now a full-time Young's Suncoast employee and Crystal Tower is currently fully staffed. Von Burt, IPSC Security Guard, has submitted his resignation and his last day will be Sunday. Management has contacted IPSC and requested that the person who will fill Von's position be allowed to work at least one shift with Von for training.

Security Services for Crystal Tower was discussed. IPSC has provided a Budget for 2022. The budget has increased to provide a wage raise to the Security Guards. Kris Bishop requested that management request bids from other Security Services before a decision is made to accept the 2022 Budget from IPSC.

Management provided an update regarding the vandalism incident that occurred between two Owners. Gulf Shores Police Department notified Management that charges were pressed, a warrant was issued, and an owner turned himself in. Gulf

Shores Police Department notified Management that a subpoena would be mailed to her. No further information was provided.

Other items that were discussed were possibly replacing the Tennant Floor Scrubber/Buffer with a self-propelled unit. A Brand-New Machine would cost approximately \$8500.00, and a Certified Used Machine would cost approximately \$5000.00 to \$6500.00. The Tennant machine would be used to clean the SkyWalk, maintain the Lobby floor and to clean the Breezeways. A proposal from Chem-Dry to clean and restore the stone floor in the Lobby and Media Room Hallway was discussed. The retiling and plastering of the North Spa and Pool and South Spa were discussed. Owners and Guests charging electric cars at Crystal Tower was discussed. There was discussion of creating a charging station and options of charging a fee for plugging in an electric car. The Landscape Enhancement proposal provided by Jubileescape was briefly reviewed and discussed. Management will follow up with Jubileescape in regard to removing any dead palm trees at the South Pool and addressing the area against the North side of the building.

The meeting was adjourned at 3:03PM.