

Crystal Tower Condominium Association, Inc.
Board of Directors Meeting
May 9, 2022

Kevin Logsdon called the meeting to order at 8:30 AM.

Present were Board members Kevin Logsdon and Nancy Gordan. David Bodenhamer represented Young's Suncoast. Board members Shelby Kirk, Kris Bishop, and Tom Malek joined the meeting via teleconference. Von Burt also represented Young's Suncoast and joined the meeting via teleconference.

April financials were discussed. David Bodenhamer shared that \$305,000.00 of the special assessment had been collected. Kevin Logsdon noted that the Reserve amount is still under \$250,000.00 and provided an update on the line of credit renewal with Centennial Bank. Mr. Logsdon noted that the application process had been very lengthy because Centennial Bank had merged with another bank and the loan review process has centralized to a single location. David Bodenhamer stated that the application process had begun in February and that if the HOA did not receive notification by the end of the week that documents were being prepared then the HOA should consider contacting other banks. Shelby Kirk noted that \$88,000.00 had been collected for parking pass, wristband, and dog leash income. David Bodenhamer informed the Board that going forward those line items would be split so that it would be clear what income each item was generating. David Bodenhamer moved into discussion of the yearly audit by Grant, Sanders, & Taylor. The audit reflects that the HOA is in good shape. Kevin Logsdon noted that two corrections needed to be made and Mr. Bodenhamer stated those had been sent to Grant, Sanders, & Taylor and would be corrected in the final draft of the audit.

The south Gazebo and Pool House recoating project was discussed. The project is nearly completed with only some caulking left to be done by C-Sharpe. The SkyWalk has reopened and the doors for the common areas of the south pool house and main roof are scheduled to be installed around May 17th and the south SkyWalk doors sometime in the middle of June.

The Verkada security camera installation has been completed and they have provided a quote for a display monitor that will allow for up to 30 cameras to be viewed. Kevin Logsdon stated that the cameras are currently viewed on a small monitor and that since the quote was just received it would be discussed at a later date.

The SkyWalk roof punch list items and the balance owed to Willoughby Roofing was discussed. There is an open GAF warranty claim regarding the SkyWalk roof and punch list items for the Main Building Roof that Childress Engineering noted in their report. Willoughby Roofing will need to address these items before funds will be released to pay the approximate \$50,000.00 balance owed for the SkyWalk roof. Zeno Parker has completed the repairs to the interior of the SkyWalk that were necessary due to the leaking SkyWalk roof. The cost of the repair is around \$6,000.00 and it was noted that the expense should be passed along to Willoughby Roofing.

The North Pool south wall recoating has been completed by C-Sharpe.

Thyssenkrupp Elevator has been working to replace the door contacts and spirators in each elevator car in the main building. The door contacts require replacement due to a manufacturer defect and replacement should improve each elevator car's performance.

The rust remediation and insulation repair underneath the SkyWalk was discussed. Kevin Logsdon stated that C-Sharpe does not do those types of repairs and that there would be follow up with Thompson Engineering (who completed a structural study of the SkyWalk) to obtain a vendor recommendation for completing the rust remediation and replacing the insulation underneath the SkyWalk.

Kevin Logsdon presented a quick review of the Childress Engineering report that was emailed to the Board prior to the meeting. Tom Maleck requested some clarification regarding notations made about glass on pages 3 and 4 of the report. Kevin Logsdon will follow up and provide clarification.

Todd Dalton with BXS Insurance provided an update for the upcoming building insurance renewal. During the presentation Tom Maleck suggested that the Board consider requiring Owners to install a door security guard device on their entry doors. The device prevents full entry into a condo when activated from the inside by a person occupying the unit. It was decided the Board would discuss the

subject at a later date. Mr. Dalton presented options for coverage to the Board and discussed the prices for coverage. It was presented that the building insurance that is available would cost approximately 25% more than the cost of the building insurance in 2021. Mr. Dalton stated he would have the final numbers available to the Board on Friday and would like the Board to submit their final decisions by May 20th.

Having a small quantity of parking passes and wristbands available for purchase at the Crystal Tower Lobby Front Desk was discussed. Per Management it seems for various reasons a parking pass or wristband may not be immediately available to a guest and in those instances it would be reasonable to provide them with the option to purchase either from the CT Lobby Front Desk.

Seasonal staff was discussed. Priscilla Frazer has been hired as a temporary seasonal employee to work the scheduled off days of the full-time custodians. Her presence ensures that there are two custodians on duty each day at Crystal Tower which is needed during the busy spring/summer season.

Security for the Hangout Festival was discussed. There will be an additional day shift for Security added to the schedule during the festival. The additional security presence will primarily assist with trespassers attempting to park at Crystal Tower.

Replacement of door sweeps was discussed. Management has contacted Rayford and Associates numerous times to place an order for the sweeps but to date has had no success. DeAnn will continue to follow up until an order is placed.

Kevin Logsdon stated that some of the members of the Board have been receiving scam phone calls and emails. He raised the possibility of password protecting the information listed on the Crystal Tower website so that sensitive information is only seen by Crystal Tower Owners and Management. David Bodenhamer stated that the Condominium documents are available to the public and were posted on the Crystal Tower website for easy access for Owners and Realtors. It was discussed to have public documents remain available and to password protect all other information posted on the Crystal Tower website. Kris Bishop will follow up with Young's Suncoast regarding password protecting any content on the Crystal Tower website that is not publicly available.

Kevin Logsdon notified the Board that VFP performed the annual fire inspection and reported some deficiencies. They provided a quote to correct the deficiencies

for \$4,512.00. Kevin Logsdon made a motion to approve the quote from VFP for \$4,512.00 to correct the deficiencies found in the yearly fire inspection. Nancy Gordon seconded the motion, with all in favor.

Kevin Logsdon welcomed Nancy Gordan and Tom Maleck to the Board and expressed his appreciation for their contributions to the meeting.

The meeting was adjourned at 10:19 AM.