

Crystal Tower Condominium Association, Inc.
Board of Directors Meeting
October 21, 2022

Kevin Logsdon called the meeting to order at 2:30 PM.

Present were Board members Kevin Logsdon, Tom Maleck, and Nancy Gordon. General Manager, Kelly Cotton, Property Manager, DeAnn Duhon, and Assistant Property Manager, Von Burt represented Young's Suncoast. Tom Gordon, Owner of Crystal Tower condo 403, was also present. Board members Shelby Kirk and Kris Bishop joined the meeting via teleconference.

Crystal Tower financials were reviewed and discussed. A letter drafted by Lynn Perry, HOA Attorney, was reviewed. The letter requested that Willoughby Roofing release Crystal Tower from all responsibility for the \$43,123.50 outstanding sum due and stated that in return the HOA would release Willoughby Roofing for the cost of replacing the SkyWalk roof which had several leaks and was not draining properly, and several attempts were made by the contractor to address these issues but failed. It was requested that Willoughby Roofing respond with seven (7) business days. The 2023 budget was discussed. A tentative budget was provided that will be revisited and approved at the end of 2022. There was discussion regarding the HOA Reserves and meeting the target amount to be deposited each year. Tom Malek asked about new FNMA requirements and if Crystal Tower is meeting the guidelines for current owners or new purchasers to obtain financing. Nancy Gordon will obtain current requirements from a FNMA loan underwriter to determine that Crystal Tower is meeting the current guidelines.

There was a review of the scope of work being done by C-Sharpe. Tom Maleck expressed how important it is to waterproof the building. DeAnn Duhon reported on how the building and parking lot are being prepared for the north elevator tower repair and recoating to begin.

An update regarding the repair of elevator car 4 was provided by DeAnn Duhon. Mrs. Duhon provided a quote from Schindler Elevator to install a new board and button because TK has been unable to source a new board and button. TK will be removing the malfunctioning board, sending it to Adams for refurbishment, and it will be kept as a spare. There was discussion of the longevity and future reliability of elevator car 4 and requesting a quote for replacement. DeAnn Duhon will

contact Bob Dieter to discuss option for repair and updating elevator car 4 and follow up after receiving his recommendations.

DeAnn Duhon provided an update regarding the Skywalk exterior decking rust remediation and insulation repair, the beach renourishment, and projects, cleaning and maintenance planned to be completed in the Fall and Winter seasons. Projects Mrs. Duhon would like to have the Board consider are replacing the bathroom partitions at the south pool house, replacing the tile flooring in the fitness center with non-slip rubber flooring, and having epoxy floors installed in elevator cars 1,2, & 3 at the main building.

The SkyWalk roof replacement was discussed, and quotes have been requested from Mike Davis Roofing and Nations Roof.

The transition from IPSC security to Gulf Coast Security was discussed. Gulf Coast Security will be taking over the responsibility of booting and collecting fines. There will be an increase in the cost of fines from \$75.00 to \$200.00. The Square point of sale will still be available at the Crystal Tower Lobby front desk to use as needed for sales of parking passes, wristbands, and dog leashes. There is a fee charged for processing which is passed along to the consumer as an up charge of \$5.00 per wristband and pet leash and 50 cents per wristband.

There was a review of quotes and discussion of condo unit entrance doors for maintenance or upgrade.

Securing the Crystal Tower property was discussed. There was a review and discussion of bids for Access Control for doors to limit access to the building and amenities to only persons that should be at the property. There was a review and discussion of bids for a new, taller fence to be installed around the perimeter of the south pool. Tom Maleck expressed his opinion regarding the height and stated he preferred 8' for liability reasons. Shelby Kirk expressed that he would prefer an industrial grade, white gloss finished fence be installed. A motion was made by Kevin Logsdon to move forward with an 8' tall fence to be installed around the perimeter of the south pool and acceptance of the bid by Hagan Fence. Tom Maleck seconded the motion, with all in favor. The motion was approved.

Kevin Logsdon stated he had received an email from Tom Maleck that suggested forming a few committees. Mr. Logsdon proposed forming committees to address Security, Welcome of New Owners, and Maintenance. The Security Committee

would be headed by Tom Maleck, the Welcome Committee will be headed by Nancy Gordan, and the Maintenance Committee will be headed by Shelby Kirk.

DeAnn Duhon reported that maintenance had completed the installation of a bar in each stairwell for key boxes to be hung on. This bar will eliminate key boxes being hung on the breezeway railings and stairwell railings.

The elevator damaged by a guest in Crystal Tower condo 1804 was discussed.

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Tom Malek moved to adjourn the meeting at 4:40pm with all in favor.