

AUGUST 26, 2023 CRYSTAL TOWER SPECIAL BOARD MEETING MINUTES

Location: Crystal Tower Media Room & Virtually via Zoom

Date: August 26, 2023

Time: 6:00 pm Central Time

Agenda Items

1. Special Assessment for Insurance
2. Next Steps on Understanding Financials/Forensic Audit
3. Schedule Regular Board Meetings in Advance
4. New Options for Collaboration Among the Board Members
5. Review all Outstanding Work & SOW/Contracts of ongoing projects
 - A. South Pool Fence Anchoring Review \$ 1,800.00
 - B. South Pool landscaping \$ 12,255.85
 - C. North Side of Building Landscaping \$ 3,307.62
 - D. South Pool Bollard Lights \$ 9,573.66
 - E. Security Cameras
 - F. South Pool Elevator Car 4 replacement \$300,000.00
 - G. Elevator Cars 1, 2 & 3 Floor Replacement
 - H. SkyWalk Reroof \$ 78,739.00
 - I. Penthouse & Pool Roof Replacement \$ 53,350.00
 - J. Parking Lot Lighting
 - K. Insurance Budget for 2024-2025
 - L. C-Sharpe
 - M. Reserve Study \$ 5,500.00
 - N. Fire Pump System Jockey Pump
 - O. Beach Service Contract

**These numbers have not been verified

Minutes

Transcribed by BOD Secretary

Peggy Harris

Board of Directors Present at Meeting
Thomas Maleck (Tom) – President
Brad Vicknair (Brad) – Vice President
Kim Sweatt (Kim) – Treasurer
Peggy Harris (Peggy)– Secretary
David Apple (David) - Director

The document is a transcript of a board meeting for the Crystal Tower Condo Owners Association (COA) that discusses various issues and projects related to the property.

Meeting called to order at 6:01 by Thomas Maleck (Tom) and asked the Board of Directors (BOD) to introduce themselves. Brad, Kim, Peggy, David and Tom made a quick introduction.

1. Special Assessment for Insurance

Tom asked Kim to review the special assessment and asked that BOD ratify the special assessment because of the stability of the COA financials. BOD have one installment of the insurance payment left to pay. (attachment 1)

Peggy made the motion ratify the assessment, excuse late payments and charge full \$4800.00.

Tom seconded motion

Roll call vote:

Brad: in favor

David: in favor

Kim: in favor

Tom: in favor

Motion passes

David wanted to amend motion to allow those that haven't paid to begin paying SEP, OCT & NOV and if miss a payment then payable in full.

Roll call:

David: Yes

Brad: No

Kim: No

Peggy: No

Tom: Yes

Motion did not carry, and full assessment will be payable in full.

2. Financials/Forensic Audit

Tom asked for an explanation of the topic where Peggy clarified it was the need for a forensic audit to investigate possible financial misconduct by previous board members or contractors. (attachments 2-4)

Tom asked David to speak about some initial research and costs associated with forensic audit and asked that BOD review all contracts.

Brad stated that before BOD can progress, he would like to thoroughly identify the scope of the audit so BOD can direct the auditors in a specific direction. The BOD should get actual quotes and defined scope. BOD may not get the answers BOD are looking for if BOD look at just our financials. It may require some sort of litigation to get the answers that have been asked.

Kim agreed with Brad's thoughts but because this is such pivotal point that the BOD should define the scope and then voted on by the owners on other steps based on the findings.

This topic was postponed until BOD have more information which David is responsible for collecting.

3. Schedule Regular Board Meetings in Advance

The BOD had discussions about when to schedule regular board meetings in advance and agreed on the 2nd Thursday of every month beginning at 6:30 pm Central Time.

Brad: Motion to have regularly scheduled BOD meetings the 2nd Thursday of every month at 6:30 pm Central Time.

Kim: seconded

Roll Call Vote

Brad: Yes

Kim: Yes

Peggy: Yes

David: yes

Tom: yes

Motion passed

4. New Options for Collaboration Among the Board Members

The BOD also discussed new options for collaboration among board members, including creating Crystal Tower's own domain of CrystalTowerCondos.com, using Microsoft Teams and recording Zoom meetings for transparency and inclusion. (attachments 5-9)

David: Made a motion to create Crystal Tower domain, for MSTEams for BOD collaboration and Zoom for all board meetings.

Brad seconded the motion

Roll Call Vote

Brad: Yes

Kim: yes
Peggy: yes
David: yes
Tom: yes
Motion passed

It was agreed the BOD would allow recording of meetings and agreed on the following rules of conduct:

- A) All non-executive sessions of the Crystal Tower BOD meetings will be recorded and accessible to all owners.
- B) The recording of the BOD meeting will only be accessible until the minutes of the meeting are approved and distributed to owners.
- C) The recording will not be able to be downloaded.
- D) Since BOD are acting in the spirit of complete transparency, BOD ask the same of owners which means BOD are asking you to change the name with which you enter the meeting to include your name and unit number. BOD ask this so BOD can have an accurate roll call of who attended.

[Link on how to change your Zoom name](#)

5. Review Outstanding Work & SOW/Contracts of ongoing projects

The board discussed several open projects, Tom asked Brad to lead the discussion on the projects because he has been the one getting into the details of each.

- A) **South Pool Fence Anchoring Review:** Review a proposal by Thompson engineering to anchor the fence around the entire south pool, not just the south side of the pool. It was determined the BOD didn't have enough time to gather the details or qualifications of the engineer needed to have a conversation, so this item was postponed to allow Brad some time to investigate the qualifications of the engineer and look for a licensed structural engineer. (attachment 10-11)
- B) **South Pool landscaping:** This is the landscaping along the fence in between the pavers and the fencing. There are many issues to take into account when completing the work because there are some water retention issues around the hot tub where the flower beds are slightly higher, there are underground utilities, the palm tree roots causing the island to fail, etc. The BOD decided to wait and do more investigation before deciding. Brad is to come back to the BOD with a recommendation on how to approach the issues in a coordinated plan over time. (attachment 12-13)
- C) **North side of the building landscaping:** Some of the area was damaged from the building renovations and neglect. The area does have challenges because of the wind. The BOD discussed finding a low-maintenance solution that will resist erosion/wind.
- D) **South Pool Bollard lights** (not lights inside the pool): One solution is a little cheaper to refinish/rewire and the other solution is to replace them. However, they may not be needed if BOD do a coordinated plan for the entire community to include the extra lighting needed for the security cameras. The BOD discussed the need for a coordinated design for the entire area. (attachment 14)
- E) **Security cameras:** The project has been completed.

- F) **South Pool Elevator Car 4 replacement:** There was a discussion about maybe not redoing the elevator but rather install a ramp that would be longer term solution. Brad will investigate the issue further when on site in a few weeks.
- G) **Elevator Cars 1, 2 & 3 Floor Replacement:** The board discussed looking at other alternatives than epoxy which was the material in the quote provided. Total cost of ownership will be considered in the new solution. (attachment 15)
- H) **SkyWalk Reroof:** This has been worked on but still has outstanding work. this item should be addressed sooner than later because In our insurance policy BOD have a limitation cause in there of preexisting damage. Brad to look into the option of a metal roof with a pitch that has a longer life span if the quote wasn't for that option.
- I) **Penthouse & Pool Roof Replacement:** This item was put in the backlog of items to address since there is life left in the roofing system.
- J) **Parking Lot Lighting:** There are 19 lights that need to be replaced. Brad to get more solid numbers on the total cost.
- K) Insurance Budget for 2024-2025:
- L) **Reserve Study:** The contract was signed in February 2023 and schedule to begin in September. The last one completed was in 2017.
- M) Fire Pump System Jockey Pump: Brad described what the pump does.
- N) **East Wall:** Tom added the east wall to the agenda and asked for two or three bids. He then asked David to talk more about it. David suggested BOD could get it done for about ½ the price of what C-Sharpe quoted. Brad agreed with David to get additional quoted to complete the minimal scope while BOD work on the long-term plan. Brad expressed concern on getting the contractors lined up in time in the off season. Tom stated BOD should either do multiple bids or cost-plus effort. (attachment 16)
- O) **Beach Service Contract:** Brad presented that the beach service contract minimum has increased from \$12,000 to \$20,000. Peggy asked what the percentage intake was and DeAnn responded the percentage is 25% income as stated in the contract. DeAnn to find out how the income is reported. (attachment 17)

Brad: made a motion to renew the contract with the beach service as proposed

Roll Call Vote:

Brad: Yes

Kim: yes

Peggy: yes

David: yes

Tom; yes

Motion passed

Motion to adjourn by Tom 7:29 pm

Peggy seconded the motion

Meeting adjourned

Insurance Payment Status Update

4

2023 Insurance Special Assessment - \$816,000

Total Collected as of Friday, Aug 19th	\$ 603,600
Total Remaining Due	\$ 212,400

Total Owners Paid in Full	58
Total Owners Paid through August – 3 rd installment	112
Total Owners Paid through July – 2 nd installment	156
Total Owners Paid through June – 1 st Installment	158
Total Owners who have not made payment	12

Total Insurance Premium Due	\$847,949.74
Total Paid to date	\$677,328.65
Total Remaining Due to Insurance Company (8/24/23)	\$170,621.09
Total Remaining due on LOC Note	\$ 40,997.43
Total Budgeted for Insurance Payable	\$105,000.00

Current Financial Status Update

1

Balances as of July 31, 2023

Cash on hand (8 accounts): **\$1,086,655.44**

Operating Bank Accounts –	\$ 62,977.94
Money Markets Accounts –	\$817,110.71
Special Assessment Accounts –	\$206,566.79

Unpaid Invoices Received: **\$7,415.19**

- Thyssen Krup – Inv #5002184007 \$3,228.19
- Tidwell Air Systems – Inv #8641 & 8720 \$4,187.00

Budget & Actuals (P&L)

Where are we in relation to 2023 budget?

<u>as of 8/14/2023</u>		<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>Trending Actuals</u> <u>YTD</u>	<u>% YTD Trend to</u> <u>Budget</u>	<u>% to 2023</u> <u>Budget</u>	<u>Notes</u>
Revenue	HOA Monthly Assessment	\$ 952,000	\$ 1,428,000	\$ 476,000	\$ 1,428,000	100%	67%	Assumes full collection of monthly HOA fee
	Beach Chair Income/Parking Passes/Wristbands	\$ 221,213	\$ 300,000	\$ 78,787	\$ 379,222	126%	74%	
	Special Assessment	\$ 672,000	\$ 816,000	\$ 144,000	\$ 816,000	100%	82%	Assumes full collection of special assessment
	Misc (late charges, interest income)	\$ 39,650	\$ 4,650	\$ (35,000)	\$ 67,972	1462%	853%	
	Total Revenue	\$ 1,884,863	\$ 2,548,650	\$ 663,787	\$ 2,691,194	106%	74%	
Expenses	Management Expense	\$ 84,836	\$ 143,750	\$ 58,914	\$ 145,433	101%	59%	
	Insurance (includes finance charges)	\$ 678,379	\$ 109,000	\$ (569,379)	\$ 847,950	778%	622%	confirmed insurance
	Parking Pass & Wrist Bank Expense	\$ 26,043	\$ 7,000	\$ (19,043)	\$ 26,043	372%	372%	assumed no additional expense
	Federal Income Tax	\$ 42,500	\$ 10,000	\$ (32,500)	\$ 72,857	729%	425%	Paid quarterly
	State Income Tax	\$ 16,598	\$ 5,000	\$ (11,598)	\$ 28,455	569%	332%	Paid quarterly
	Repairs and Maintenance	\$ 456,124	\$ 635,000	\$ 178,876	\$ 781,928	123%	72%	
	Board Approved Reserve Projects	\$ 1,025,838	\$ 210,000	\$ (815,838)	\$ 1,025,838	488%	488%	assume no additional projects
	Total Reserves	\$ 148,645	\$ 255,900	\$ 107,255	\$ 254,820	100%	58%	
	Utilities	\$ 224,623	\$ 353,500	\$ 128,877	\$ 385,068	109%	64%	
	Miscellaneous	\$ 800	\$ 3,500	\$ 2,700	\$ 1,371	39%	23%	
	Total Expenses	\$ 2,704,387	\$ 1,732,650	\$ (971,737)	\$ 3,569,762	206%	156%	

C/Sharpe Payment Status

3

FW: Crystal Tower - Final Owner CO #3 and Final Pay App Invoice #9



DeAnn Duhon <dduhon@youngssuncoast.com>

To: Sweatt, Kimberly; CT 1106 - Kimberly Sweatt

Follow up. Start by Monday, August 21, 2023. Due by Monday, August 21, 2023.
You forwarded this message on 8/22/2023 2:56 PM.



22-14003 Crystal Tower PCO 03.pdf
224 KB



Crystal Tower App 9 FinalR.pdf
969 KB



Reply

Reply All

Forward



Mon 8/21/2023 3:17 PM

From: Hollis Anderson <hollisanderson@csharpe.com>

Sent: Friday, August 4, 2023 8:44 AM

To: Kevin Logsdon <klogsdon99@gmail.com>; Shelby Kirk <shelbykirk@aol.com>; DeAnn Duhon <dduhon@youngssuncoast.com>

Cc: Deanna Madewell <dmadewell@csharpe.com>

Subject: Crystal Tower - Final Owner CO #3 and Final Pay App Invoice #9

Kevin/Shelby – as discussed earlier this week, please see attached for the final change order with the scope credits that we're not performed under the original contract along with the final corresponding Pay App/Invoice for processing/payment.

Give me a ring if you have any questions. Talk soon.

Hollis Anderson

Mobile: 251-281-7012

22657 Canal Road
Orange Beach, AL 36561

NO.	PROJECT TASK	DESCRIPTION	BUDGETED AMOUNT	PREVIOUSLY APPROVED CO AMOUNT	CURRENT CO QTY	UOM	UNIT RATE	CURRENT CO AMOUNT	REVISED AMOUNT
1	Scope Adjustments	Scope Adjustments	0.00		0.00	HOUR	0.0000	-388,429.00	-388,429.00

Detailed Description:

Item 1 – Add 38 Vent Shrouds at Elevator Tower - Add \$18,088
Item 2 - Direct Applied Stucco Allowance Reconciliation - Deduct (\$36,801)
Item 3 - Credit Original Walkway Wall Coating Scope – Deduct (\$65,061)
Item 4 - Credit Original East Elevation Scope – Deduct (\$145,771)
Item 5 - Credit Original Walkway Ceiling Coating Scope – Deduct (\$75,891)
Item 6 - Credit Original Walkway Sealants Scope – Deduct (\$53,475)
Item 7 - Credit Orig. North Pool Stucco Repair Scope – Deduct (\$29,518)

Reference Nbr.

000645

Original Revenue Budget Total (USD)

926,026.00

Previously Approved CO Total (USD)

620,188.00

Change Order Total (USD)

-388,429.00

Prior Revised Revenue Budget Total (USD)

1,546,214.00

Revised Revenue BudgetTotal (USD)


1,157,785.00

Contract For:

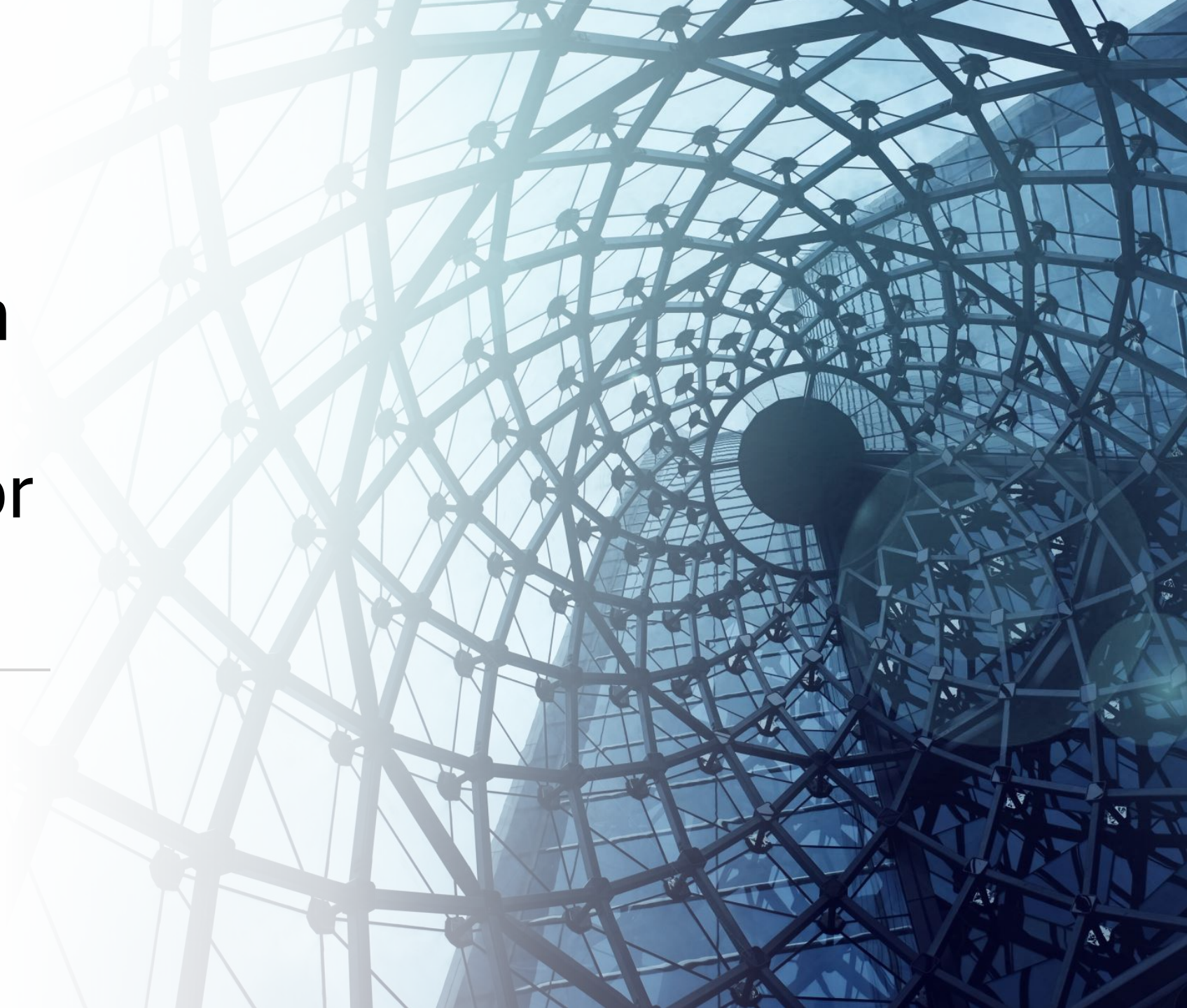
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$926,026.00
2. Net Change by Change Orders	\$231,759.00
3. CONTRACT SUM TO DATE (Line 1+2)	\$1,157,785.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$1,157,785.00
5. RETAINAGE: a. 0 % of Completed Work & Stored Material (Column D + E + F on G703)	\$0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$1,157,785.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$1,143,290.00
8. CURRENT PAYMENT DUE	\$14,495.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 Less Line 6 Total)	\$0.00



Modernizing Communication and Collaboration for Crystal Tower



Essential Tools for Running a Business



Identify the right
communication and
collaboration tools



Ensure secure and
reliable access to
data



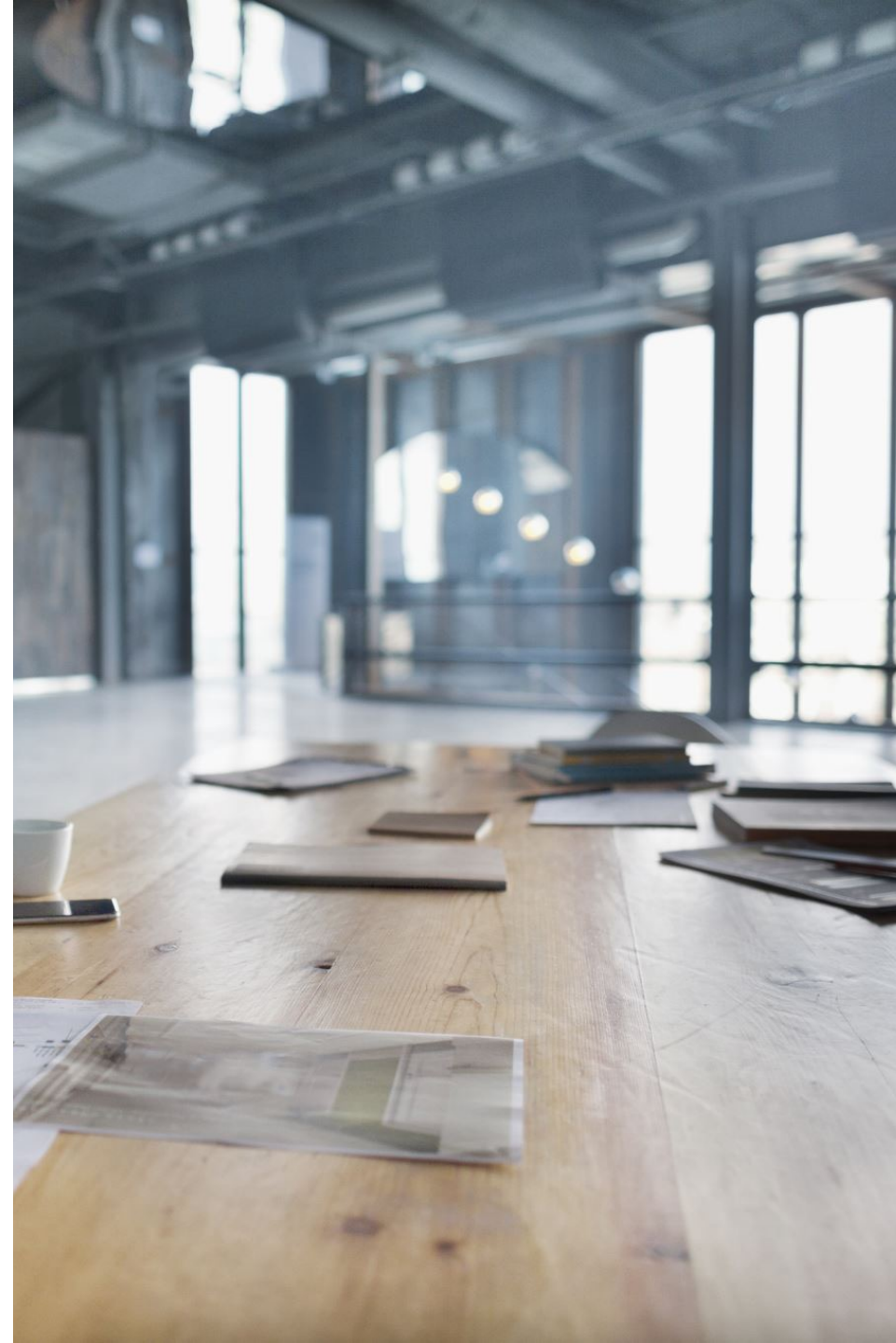
Provide a platform for
collaboration for
board members



Enable efficient and
effective
communication

Modernizing Board Communication and Collaboration

- Modernize the board and the building's communication and collaboration capabilities, enabling future boards a faster ramp up and time with access to all historical documentation and correspondence.
- Store documents, bids, contracts, forecasts, etc.
- Collaborate in real time on documents without sending copies, while keeping Crystal Tower data out of personal accounts of board members
- Communicate to/from/with the board without using personal accounts, ensuring data is available for future board members



Microsoft 365 for Crystal Tower Board

- Start with Microsoft 365 Business Basic for the current 5 board members
- Establish board logins and mailboxes
- Create a Team for the board itself with multiple channels as needed. Additional Teams can be created as needed for committees, etc.
- Consolidate all available data/records into the COA Board Microsoft Team.
- Track meeting agendas and actions items



Establish Unique Email Addresses for Board Members & Roles

Name	Email Address	Secure Login
President	President@<CTdomain>	
VP	VP@<CTdomain>	
Treasurer	Treasurer@<CTdomain>	
Secretary	Secretary@<CTdomain>	
Tom Maleck	Tom.Maleck@<CTdomain>	✓
Brad Vicknair	Brad.Vicknair@<CTdomain>	✓
Kim Sweatt	Kim.Sweatt@<CTdomain>	✓
Peggy Harris	Peggy.Harris@<CTdomain>	✓
David Apple	David.Apple@<CTdomain>	✓

- Determine if a new Crystal Tower domain name is needed?
- Each board member has their own, unique account. This is their personal login account as well as Outlook, Teams, etc. that can be secure by Multifactor Authentication (MFA)
- Each board role has a separate mailbox. This ensures that as board members change or change positions the mailbox for that role can transition.
 - Ex: Brad's login has access to VP@. Kim's has access to Treasurer@, etc.



Exhibit A

May 17, 2023

Crystal Tower Condominium

1010 W Beach Blvd.
Gulf Shores, AL 36542

Attention: Ms. DeAnn Duhon

Subject: Crystal Tower's South Pool Fencing Anchorage Review
Thompson Engineering Proposal No.: 23-2112-0061

Dear Ms. Duhon:

Pursuant to your request, Thompson Engineering, Inc. (Thompson) is pleased to submit the following proposal for professional consulting services to Crystal Tower. Thompson appreciates the opportunity to present this scope and fee proposal for your review and approval.

Project Understanding

Thompson Engineering understands that the existing aluminum fence surrounding Crystal Tower's south pool was constructed with a poor anchorage detail that has allowed the fence to experience excessive movement which has caused damage to the fencing components. It is Thompson's understanding that the Crystal Tower Owners Association has elected to have a replacement fence installed by A1 Hurricane Fencing and is requesting Thompson to review the anchorage design provided by the contractor to determine if the design is capable of resisting the required loading.

The following is our understanding of the scope of work and fee proposal:

Scope of Work

The specific scope of work presented below addresses project concerns at the time of this proposal preparation.

- Thompson shall review the fencing anchorage design provided by A1 Hurricane Fencing to determine if the design is satisfactory to resist the required loading.
- Thompson shall provide Crystal Tower with a report summarizing the findings from the anchorage design review and provide alternate general recommendations if it is determined that the anchorage design provided by the contractor is not satisfactory.

Not Included in Scope

- Geotechnical Engineering services
- Fencing Design services. This scope is specifically limited to fencing anchorage review and does not include any investigation or review of the structural adequacy of the fencing components.

Proposed Compensation

Thompson Engineering proposes to perform these professional services for the lump sum amount of **\$1,800.00**.

Structural engineering services will be invoiced on a monthly basis at or near the end of each month. Monthly invoices will be for the portion of the lump sum shown above that has been performed. Payment of invoices shall be received within 30 days of the date of the invoice.

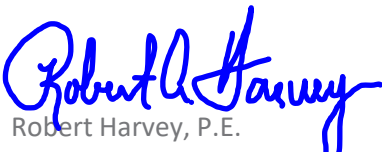
Work Schedule

Provided the scope and fee is acceptable, authorization for the work may be initiated by receipt of the executed Terms and Conditions. Thompson Engineering anticipates the deliverable report to be submitted to Crystal Tower within one week following the receipt of the anchorage design from A1 Hurricane Fencing.

Closure

Thompson Engineering appreciates this opportunity to submit this proposal for structural engineering services. We trust that the scope of services and fees outlined herein are acceptable and within your project plans and look forward to the commencement of work. Should any questions arise regarding the technical scope and/or schedule of fees for this proposal, please advise. Thompson Engineering looks forward to the opportunity of working with Crystal Tower.

Respectfully,
Thompson Engineering, Inc.


Robert Harvey, P.E.
Principal Structural Engineer


Jared Blount, P.E.
Project Engineer

Enclosures

- Single Project Agreement General Terms and Conditions

Alabama | Florida | Georgia | Louisiana | Mississippi | North Carolina | Tennessee | Texas



May 30, 2023

PURCHASE AGREEMENT

Contract No. - 22662 (v. 0)
Crystal Tower Condominium

DeAnn Duhon
1010 W. Beach Blvd.
Gulf Shores, AL 36542

Landscape North Elevator Entry & South Pool Beds

North Elevator Bed

<u>QTY</u>	<u>DESCRIPTION</u>
9.00	Bottlebrush - Little John (#3)
4.00	Demolition - (Labor+Equipment)
1.00	Fertilizer - 6-3-0 Lesco (40LB BAG)
10.00	Grass - Pink Muhly (#3)
8.00	Mulch - Pine Straw Roll (CT)
2.00	Palm - Sabal
2.00	Palm Brace Kit With Lumber- (CT)

South Pool Beds

<u>QTY</u>	<u>DESCRIPTION</u>
1.00	Fertilizer - 20-10-5 Agriform Tablets (500CT)
50.00	Grass - Pink Muhly (#3)
50.00	Grass - White Cloud Muhly (#3)
100.00	Pineapple Guava - Feijoia (# 3)
20.00	Rock - #57 Bahama Lite (TON)

LOCATION	PRICE
Landscape: North Elevator Bed	\$3,307.62
Landscape: South Pool Beds	\$12,255.85
Total	\$15,563.47

Jubilee Landscape Management, Inc, hereafter referred to as JubileeScape proposes to provide goods and services and owner or owner's representative hereafter referred to as "Client", agrees to pay for goods and services as herein described. Invoices are due upon receipt. All invoices thirty (30) days past due will be subject to a service charge of one and one half percent (1.5%) per month of the amount due. Client agrees to pay all collection costs including reasonable attorney fees and expenses incurred in collecting overdue balances. JubileeScape is not responsible for sub-surface utility lines, which are not properly marked. These include, but are not limited to invisible fencing, cable television, security lines, irrigation lines, lighting systems, gas and pool equipment lines.

Pricing is valid for 30 days from date of estimate. Plant material is subject to availability.

Underground Clause: If necessary, utility location services will be notified prior to underground work to verify location of existing underground utilities. Please notify us of any items such as invisible fencing, etc. which may exist on site. JubileeScape will not be held responsible for damage occurring to underground items if prior notification has not been provided by client. JubileeScape will not be held responsible for underground obstructions such as natural springs, rock, concrete and other construction debris. Should obstructions be encountered, an additional charge may apply. Client shall be notified of additional charges prior to work commencing required by unforeseen conditions.

Warranty: All sod and plant material is warranted to be healthy and disease free when installed. Shrubs and trees are guaranteed to remain healthy for a period of one year only if landscape maintenance services are provided by JubileeScape during the full period of the warranty. No warranty is offered for plant material that is not irrigated by an automatic sprinkler system.

No warranty is implied for sod/turf installations.

Acceptance of Proposal and Agreement:

_____	_____	<i>Caitlynn Wishinsky</i>	_____
Buyer	Date	Jubilee Landscape Management, Inc.	Date

Access Fixtures
40 Jackson Street
Worcester, Massachusetts 01608
United States

800.468.9925
www.accessfixtures.com

BILL TO
Crystal Tower HOA
DeAnn Duhon

dduhon@youngssuncoast.com

Estimate Number: #100495

Estimate Date: April 17, 2023

Expires On: May 22, 2023

Grand Total (USD): \$9,573.66

Items	Quantity	Price	Amount
BOLLARDS MARI 25w 590 Amber LED Marine Louver Round Dome Top Bollard Bronze 590nm (Turtle Friendly Amber)	18	\$559.87	\$10,077.66
DISCOUNT Quantity Discount 5%	18	(\$28.00)	(\$504.00)
Total:			\$9,573.66
Grand Total (USD):			\$9,573.66

Notes / Terms

Quote is valid for 7 business days. Freight is included in all quotes over \$1,500.00 to any location in the United States including freight forwarding services.

Subject to Access Fixtures Terms &
Conditions found at: <https://www.accessfixtures.com/terms-of-service/>

Due to global supply chain issues, lead times may be delayed unexpectedly

ELEVATED COATS

PO Box 1181
Orange Beach, AL 36561 US
SALES@ECGOINGUP.COM



Estimate

ADDRESS

CRYSTAL TOWERS
GULF SHORES, AL

ESTIMATE # 1142**DATE 08/10/2022****EXPIRATION DATE 09/10/2022**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	FLOORING-EPOXY-SYSTEM	FURNISH AND INSTALL: REMOVE EXISTING FINISH FLOOR, INSPECT AND PREP SUB FLOOR FOR NEW EPOXY FINISH FLOOR SYSTEM (DUE TO NOT KNOWING THE CONDITION OF SUB FLOOR AND SUB STRUCTURE, UNTIL EXISTING FINISHED FLOOR IS REMOVED, REPAIR NOR REPLACEMENT OF SUB FLOOR/STRUCTURE NOT INCLUDED IN THIS QUOTE)	3	2,100.00	6,300.00
	TAX		1	105.00	105.00
SUBTOTAL					6,405.00
TAX					0.00
TOTAL					\$6,405.00

Accepted By

Accepted Date



**5935 Commerce Road
Milton, FL 32583**
FL License: CCC1330079
Phone: 850.665.4027
Fax: 850.995.3386

August 25, 2023

**Crystal Towers
C/O Deann Duhon
1010 W. Beach Blvd.
Gulf Shores, AL 36542**

RE: Crystal Towers Crosswalk – 1010 W. Beach Blvd. Gulf Shores, AL 36542

Thank you for giving us this opportunity to provide you with this quote to install a Carlisle 60mil Fully Adhered TPO Roof System.

- Mechanically attach ¼" tapered polyiso insulation over existing roof system.
- Fully adhere Carlisle 60-mil TPO roof system per manufacturer's specifications.
- Flash walls and penetrations per manufacturer's specifications.
- Raise roof hatch curbs to meet manufacturer's flashing specifications.
- Install .032 Award Blue aluminum drip edge at all roof edges.
- Clean up and dispose of all debris.
- Provide owner with a 15-year Standard Manufacturer's Warranty.

QUALIFICATIONS

- Price does not include payment and performance bond.
- It will be necessary to use the South and North entrance driveways for uploading and downloading materials.
- Davis Roofing will work directly with the City of Gulf Shores regarding any road closures, if necessary.
- Price is subject to change with any requirement changes by the City of Gulf Shores or AL DOT.

Davis Roofing & Sheetmetal, LLC will not be responsible for any modifications to plumbing, electrical or HVAC to complete the work. Davis Roofing & Sheetmetal, LLC will provide all materials, labor, permits, and applicable taxes to complete the project for **\$78,739.00. (Seventy-Eight Thousand Seven-Hundred Thirty-Nine Dollars).**

Note: The Penthouse roofs and the pool roof metal replacement would be an additional cost separate from the Crosswalk TPO roof:

Pac Clad .032 Aluminum Penthouse and Pool Roof Replacement: \$53,350.00. (Fifty-Three Thousand Three-Hundred Fifty Dollars).

Payment is expected within thirty (30) days of the date of each invoice, accounts not paid within terms are subject to a two percent (2%) monthly finance charge. All payment should be made in US dollars via check, cashiers check, money order, or direct deposit. Any payments made via credit card are subject to a 4.5% processing fee on the total payment.



July 26, 2023

Crystal Tower Condo
c/o Young Suncoast Management
1010 W. Beach Blvd
Gulf Shores, AL 36542

RE: July 2023' Fire System Jockey Pump Seal Replacement Proposal

Ms. DeAnn Duhon,

VFP Fire Systems is pleased to provide a quote, of \$ 1,585.00, for providing all labor and materials to perform the following work at the above facility. Please see the following for a description of work to be performed:

1 - VFP will provide sub contractor, Flow Innovations, to provide and install (1) new fire pump system jockey pump seal kit for replacing the existing that has been noted as leaking and located within the following area.

Locations: Fire Pump System Jockey Pump

EXCLUSIONS: All work is to be performed during normal business work hours and does not include any night time work, weekends, and or holidays. This proposal is good for 10 days. Any quote older than 10 days will have to be revisited for current pricing.

VFP trust that you will find our quote acceptable. Please feel free to contact us with any questions you may have.

Sincerely;

Michael Dunaway
VFP Fire Systems

ACCEPTANCE CLAUSE:

I the undersigned do hereby accept this proposal inclusive of all terms and conditions and do hereby authorize VFP Fire Systems to proceed with the work as describe and do hereby agree to pay for said work as herein before stipulated.

By: _____ Title: _____ Date: _____



August 7, 2023

Crystal Tower
1010 West Beach Blvd
Gulf Shores AL 36542

To the management and board,

I'd like to thank you for the opportunity to provide the beach services at Crystal Tower since 2017. We have appreciated your patience while we worked through the erosion issues faced the past two seasons. The City of Gulf Shores has announced that the much-anticipated beach restoration project will proceed this fall / winter providing us some much-needed relief at Crystal Tower.

We anticipate beach activity and revenue levels at your complex returning and exceeding previous levels and are pleased to offer an updated contract for your consideration. The new contract offers an increased guarantee amount from the previous \$12,000 to \$20,000. Also returning will be our value-added options to help your owners market their rental units and to provide non-rental owners easy access to a day at the beach. These options include, our season pass program, which can be used to provide an extra amenity for rental guests in a particular unit, and our online rental portal that allows owners and guests to secure chairs prior to their arrival at the property. The online portal can be found at www.suncoastbeachservice.com. Information on the season pass program attached.

Also of note, our company utilizes mechanical beach cleaning equipment which assists in keeping your beach clean and safe. These Barber Surf Rakes are especially beneficial in the event of a sargassum seaweed inundation. Our tractors also aid in providing a quick and efficient evacuation and deployment method when named storms threaten our coast. This allows us to stay open longer and re-open sooner after a storm event has passed.

We look forward to working with you for many years to come. If you have any questions or concerns, please feel free to reach out to me at the number below. See you on the beach!