



CRYSTAL
TOWER
BOARD OF DIRECTORS
MEETING AGENDA

Location: Crystal Tower Media Room & Virtually via Zoom

Date: September 14, 2023

Time: 6:30 pm Central Time

Agenda Items

1. Call to Order
2. Approval of August 26th Meeting Minutes
3. Special Assessment Reminder - Peggy
4. Financial Report- Tom
5. Drone Survey of East Wall - David
6. Project Status – Brad
 - 6.1. Elevator Consultant (Bob Dieter) - Elevator Flooring & South Pool Elevator Review
 - 6.2. Davis Roofing - Skywalk Scope Review & Roof Walk. We will also review the Tower & Indoor Pool Roof
 - 6.3. IC Coatings, MD Thomas - East wall
 - 6.4. Arcadia IRC (Brook's Suggested Engineering/Consulting Firm) - Review South Pool Fence Installation
 - 6.5. VFP Fire Systems - Leaking Fire System Jockey Pump Seal Replacement
 - 6.6. South pool light options to replace faulty pool lights
 - 6.7. South pool lazy river pump failure
 - 6.8. Individual condo unit entry door rusting
7. Vacant Position
8. Adjournment
9. Open Floor

Minutes Transcribed by BOD Secretary Peggy Harris

Board of Directors Present at Meeting
Thomas Maleck (Tom) – President
Brad Vicknair (Brad) – Vice President
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 6:30 by Thomas Maleck (Tom).

Brad reviewed the incident at the pool on September 9, 2023, around 1:00 pm CT, there was a loss of a young boys life at the Crystal Tower main pool. The board is actively working with the authorities, legal and insurance providers on this matter. We can't divulge any more information but do ask you to please keep the family in your thoughts and prayers.

2. Approval of August 26th Meeting Minutes

David made the motion to approve the minutes of the August 26th BOD Meeting
Seconded: Brad
Minutes approved

3. Special Assessment Reminder – Peggy

Peggy reminded the owners that the assessment was ratified by the BOD on August 26, 2023 which meant the final payment is due in September 2023.

4. Financial Report - Tom

Tom reviewed attachments 1-2 and then spent close to an hour discussing the forensic audit topic. Tom made the motion to complete a forensic audit.

David explained the process of an audit conducted by a well-known accounting firm (attachment 3-7). He mentioned that the firm investigates, conducts interviews, analyzes financial records, and provides a written report. The process occurs in stages, with the first stage not exceeding \$10,000 while later stages could bring total cost between \$35,000 and \$40,000. Tom summarized the discussion, suggesting that engaging a finance committee to help collect data could significantly reduce costs. Tom then proposed a motion to establish a finance committee and engage the accounting firm for the first phase, which was seconded by David.

David seconded the motion

Roll call vote:

Brad: not in favor

David: in favor

Tom: in favor

Peggy: not in favor

Motion did not pass

Brad and Tom discussed the financial situation and the need for an audit. Brad stated that there were no missing funds justifying a forensic audit, and that their regular annual audit with an independent CPA was sufficient. Tom mentioned an open case and the intention of a financial committee to review every invoice. Brad rebutted with 2 documents from the police department stating there isn't an ongoing investigation. (attachment 8-9) David added that their accounting system is based on Quick Books, and he expressed concerns about change orders not being signed off. He also proposed an audit would be a proactive measure to avoid potential liability.

David expressed concerns about the financial situation and the need to scrutinize the expenditure, particularly for the year starting January 2020. Brad suggested that the proposed finance committee could handle the financial audits instead of hiring external CPAs. Tom added to the discussion by raising issues about a contract with C Sharp, highlighting that a lack of oversight led to a significant increase in costs. He also pointed out that the board did not approve any of the invoices related to this contract.

The BOD considers three possible outcomes: finding nothing wrong, being charged more than they should have, or having a quid pro quo. They agree that the only thing they are buying is peace of mind by having someone go through every invoice and investigate the invoicing process.

The BOD agreed to send out a survey to the Crystal Tower owners asking their opinion on progressing with a forensic audit.

5. Drone Survey of East Wall – David

The BOD discussed a project related to the east wall, which all agreed was a significant issue that needed to be addressed immediately. David and Brad had both contributed substantial work to the project already. A business plan was suggested, but the focus remained on the east wall project for the time being. David discussed a survey conducted on the east wall, noting that a thermal drone revealed a water intrusion issue, which was essentially where the paint was bubbling and delaminating. He discussed the different steps and materials to be used for the repairs, including the addition of control joints and the removal and replacement of vents. He also mentioned that the cost for this work would be around \$125,000, which he felt was reasonable. Peggy asked if either the \$600,000 or the \$700,000 for these works were currently budgeted and it was confirmed they are not. The board agreed the chosen option would give them the opportunity to protect the building and come up with a more comprehensive solution in the future.

Motion to accept IC coating contingent on further review & successful contract.

Roll call vote:

Brad: in favor

David: in favor

Peggy: In favor

Tom: In favor

Motion passes

6. Project Status – Brad

Following this, they reviewed a list of projects, but decided not to make a decision on the first item due to the need for further review. (attachments 10-

Elevator Flooring & South Pool Elevator Review - Elevator Flooring involves evaluating proposals with the team split between an epoxy floor and a protect all vinyl flooring. Furthermore, Brad and David had a discussion with IC Coating about a potential solution, which the team agreed to explore further.

Brad discussed the issues experienced with the elevator, including significant downtime due to its age and outdated parts. He expressed concern about the potential safety risks, such as the doors falling off, and the high cost of the maintenance contract. Brad also mentioned a suggestion to install a ramp as an alternative, but expressed concerns about the demolition required, potential legal issues due to changes in the building's external aspects, and guest satisfaction concerns. This was postponed for further discussion.

Skywalk Roofing - Brad highlighted issues with a leaking skywalk roof that required immediate attention due to incorrect installation, causing water pooling and potential water intrusion problems. He also mentioned a quote from Davis Roofing to replace the roof with a similar material for \$78,739, and discussed the possibility of using a metal roof which could be four times more expensive. Additionally, Brad mentioned that he would consult a structural civil engineer to assess the feasibility of the new roof design. The group also discussed the need for a pitch on the roof, and the decision to remove and replace the existing fascia with a new board.

Motion from Brad: The BOD approved the project with Davis roofing per their proposal
Seconded: David

Roll call vote:
Brad: in favor
David: in favor
Peggy: In favor
Tom: In favor
Motion passes

Action Item: Brad and David will prepare a draft contract for the roof project, and it will not move forward until the entire BOD approves the contract.

Arcadia IRC- Review South Pool Fence Installation - Brad, Peggy, David, and Tom discussed the installation of a new fence and the potential challenges they might face. Brad expressed concerns about how the pavers and the new fence would align, and David suggested a solution involving reinforced concrete posts. The group agreed to this plan, and David gave further details on the installation process.

Tom expressed his concern about the design of the fence, specifically in relation to its ability to withstand hurricane-force winds. He suggested that a qualified engineer should design and seal the plans for the project. However, Brad was comfortable with the proposal from Thompson and was unsure about asking Arcadia for a bid. The discussion ended with the decision to ask Arcadia to ensure that the fence design meets or exceeds codes, and for them to seal the plans. However, the issue of the wall's impact on pedestrian access was still unresolved.

Action Item: Brad will get a proposal from Arcadia for the pool fence project and postpone the discussion until the next meeting.

VFP Fire Systems - Leaking Fire System Jockey Pump Seal Replacement - Tom initiated a motion to approve the repair of a leaky jockey pump for the fire system, which had been identified by Randy during his inspections. Brad supported this motion, stating the importance of the pump in ensuring safety in the building.

Motion: Brad to approve the seal replacement
Seconded: David

Roll call vote:
Brad: in favor
David: in favor
Peggy: In favor
Tom: In favor
Motion passes

South pool light options to replace pool lights - Brad mentioned an issue about the old lighting at the pool, which had been replaced with color-changing lights. Brad discussed a problem with the lighting at the site, noting that some solar lights were not bright enough and suggested removing and replacing certain lights. Tom questioned the need for additional lighting, considering the new overhead lights that was installed for the security cameras.

South Pool Lazy River Pump - Brad reported on a problem with the lazy river pump, which had broken apart and caused damage, and that a repair attempt had failed. The necessary replacement parts were expensive and would have to be sourced from remaining stock as they were no longer manufactured.

Motion: Brad to replace the pump strainer basket
Seconded: Peggy

Roll call vote:
Brad: in favor
David: in favor
Peggy: In favor
Tom: In favor
Motion passes

Individual condo unit entry door rusting - Tom and Brad discussed a solution to the issue of rusting doors in their apartment complex. Brad shared that Randy had proposed a solution involving a rust-eating solution and multiple coats of paint, which had proven successful in some cases. However, they also noted the high cost of door replacement and the challenges of fitting new doors. They also discussed the use of a liquid metal sealant for holes and the need for consistency in door appearance. Tom suggested that the complex should restore doors to a standard condition and then charge maintenance costs to the owners to prevent rust in the future.

It was agreed that an assessment should be made, with owners given a deadline to bring their doors up to code. If they fail to do so, the association will undertake the work. Tom also advocated for consistency in the process, suggesting the same person be employed to do all the doors. The BOD decided to discuss this further with Randy next month.

7. Treasurer Vacant Position

The BOD discussed the vacant position of treasurer, with three people interested in the position: Chip Alonzo, Phil Palmer, and Deepak Rao. The BOD agreed to handle the nomination process to honor the owners' voices. The team also discusses the possibility of appointing someone based on past election results.

Brad nominated Chip Alonzo based on the next person to get the most votes from the Crystal Tower annual meeting. He also added that Chip is a CPA and an auditor for the State of Alabama, so it makes he the perfect candidate. Peggy agreed with Brad.

Roll call vote:
Brad: in favor
David: not in favor
Peggy: In favor
Tom: not in favor
Nomination did not pass

David expressed concern over the number of owners interested in a board position that did not initially send in a resume. Peggy suggested a yes-no survey for the owners, but David preferred to leave the position open for anyone interested to submit a resume. Brad raised a point about the owners' right to participation and the importance of financial knowledge for the treasurer position.

The BOD agreed to receive resumes from interested owners for a treasurer position and set a deadline for October 10, 2023 to submit resumes.

That concluded the agenda.

Tom made the motion to adjourn.

Brad seconded

All were in favor

Open floor discussion

Action Items for the BOD:

Action Item: The BOD agreed to send out a survey to the Crystal Tower owners asking their opinion on progressing with a forensic audit.

Action Item: David & Brad to draft a contract for IC Coatings scope of work.

Action Item: David & Brad to draft a contract for Davis Roofing.

Action Item: Once a month Young's will clean out the IC drains on the skywalk.

Action Item: Brad will get a design/proposal from Arcadia's registered engineer for the pool fence project.

Action Item: Investigate the potential of removing broken bollards and increasing overhead lighting. Brad will check the pool lighting situation and report back to the BOD.

Action Item: Tom to work with Randy in October.

Action Item: Determine a process for handling door maintenance and rust prevention.

President@crystaltowercondos.com – Tom Maleck

VP@crystaltowercondos.com – Brad Vicknair

Secretary@crystaltowercondos.com – Peggy Harris

Director@crystaltowercondos.com – David Apple

Owners in attendance physically

Owners in attendance via Zoom