

**Tower Pointe
Board of Directors Meeting Minutes
February 25, 2016**

Director Attendees: B. Bennett, Director
D. Dick, Director
B. Statzell, Secretary
R. Timmerman, Treasurer
D. Wilson, President

Also Present: D. Simpson
N. Hoops

The meeting was called to order by D. Wilson at 10:00 a.m. A quorum was established and proof of notice given. The minutes of December 17, 2015 and the organizational meeting of January 28, 2016 were approved.

I. Managers Report:

N. Hoops reported that the water leak in the northwest corner of the library is being researched. The window affected in the library has been re-glazed and caulked to prevent further damage. A solution will be forthcoming as further investigation continues.

N. Hoops reported the lake fountain is not running at this time due to the lake level. The lake weir structure is being reconfigured and we are waiting on the permit to be granted by the County.

N. Hoops reported that the community common areas are being mulched and the preserve areas will have pine straw.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of January was \$335,671. The Board Designated cash balance at the end of January was \$70,242. The January expenses were over budget by \$3,085. The reserve balance at the end of January was \$464,860.

III. Building Committee:

E. Gates reported the Building Committee met Monday and recommended to the TP Finance Committee that they recommend the Board of Directors approve two items listed under new business (Purchase of LED lights for the resident hallways; \$5,075.20 and 25 new up lights for the trees; \$3,803.63). The Building Committee also discussed the "water leak".

IV. Finance Committee:

D. Macarthy reported the TP Finance Committee recommends the Board of Directors approve two items listed under new business (Purchase of LED lights for the resident hallways; \$5,075.20 and 25 new up lights for the trees; \$3,803.63) to be paid for from the contingency fund. D. Macarthy stated the new led lights are projected to generate savings of \$6,000 a year in electric.

V. Activity Committee:

B. Berman reported the 2016 Superball party was successful with over 75 attendees (sold out). B. Berman reminded everyone to start working on their Kentucky Derby hats.

VI. House Committee:

B. Gianetti reported the House Committee conducted their floor to floor inspection of both the south and north towers. What few maintenance items found were resolved by the maintenance staff.

VII. Landscape Committee:

S. Simon reported the TP seasonal flowers have been planted and look very nice.

VIII. Tower Trace LLC:

L. Gates reported the annual Tower Trace meeting has been set for March 18 at 10:00 am at the TP Gathering Place. L. Gates provided an update on the improvements at the clubhouse.

IX. Old Business:

D. Wilson reminded everyone that they are responsible for their pet's waste. A sample of found dog waste has been sent off to determine the DNA and owner of pet.

D. Wilson stated that the telephone scammers are very aggressive and to be aware of what information you provide to people you do not know.

D. Wilson stated that the House Committee reported residents leaving items in the common areas, such as hallways and outside their units. It is important to get permission prior to leaving anything outside of your unit or placing in a common area. A memorandum will follow.

X. New Business:

Open houses and estates sales - D. Wilson stated that the Board of Directors have been requested to implement a new rule regarding open houses and estate sales. A motion was made to approve the new rule "*Open houses for real estate sales, garage sales, or estate sales are strictly forbidden. No signage of any type is allowed to be placed on the roadways or at the front entry on Vanderbilt Drive to promote any type of sales or event*", which was seconded and approved unanimously.

Amending of the Tower Pointe Condominium Association Inc., Declaration of Condominium – The Board of Directors discussed the need to amend the Declaration and remove any language that related to the Developer, along with a few other minor changes. The amendments will be presented to the unit owners for their approval.

Fitness center – D. Wilson reported that a questionnaire that was sent to both community associations (Arbor Trace and Tower Pointe) resulted in both associations agreeing to share the TP Fitness Center and costs. A motion was made to implement the signed agreement between the two associations, which was seconded and approved unanimously.

Being no other business to discuss, the meeting adjourned at 10:40 am.

R. Statzell, Secretary

Date

Tower Pointe
Board of Directors Meeting Minutes
March 24, 2016

Director Attendees: B. Bennett, Director
D. Dick, Director
B. Statzell, Secretary
R. Timmerman, Treasurer
D. Wilson, President

Also Present: D. Edenfield
N. Hoops
D. Simpson

The meeting was called to order by D. Wilson at 10:00 a.m. A quorum was established and proof of notice given. The minutes of February 25, 2016 were approved as amended.

I. Managers Report:

N. Hoops reported that the water leak in the northwest corner of the library is being repaired. The issues that caused the water leak have been addressed and the finishing work will be done within the next few weeks.

N. Hoops stated once the guest suites are empty and the guests traffic slows down, we will begin the process of pressure washing and painting the north and south walkways.

N. Hoops reported new doors are being installed due to the splitting of wood including the lobby restrooms, fire doors and residential mechanical doors. Ten additional doors have been ordered for future replacements.

N. Hoops reported the residential and common area air conditioning filters have all been changed.

N. Hoops reported that all of the smoke detector batteries have been replaced. The few units that had the original smoke alarms have been replaced.

N. Hoops reported that 170 fire extinguishers all located within the Tower Pointe community residential floors, common areas, garage areas, etc. were tested professionally last week.

N. Hoops stated that there are many raccoon traps located within the community, please stay away and keep pets from approaching the traps.

N. Hoops reported the landscape lights have been ordered and will be installed as soon as possible.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of February was \$279,432. The Board Designated cash balance at the end of February was \$65,172. The February expenses were under budget by \$426. The reserve balance at the end of February was \$464,191.

III. Building Committee:

E. Gates reported the Building Committee met Monday and stated that TP is in the process of developing a new reserve study.

IV. Finance Committee:

R. Chambers reported the TP Finance Committee met and went over a few items, there are no requests to the Board at this time.

V. Activity Committee:

B. Berman reported the horses are ready for the Kentucky Derby.

VI. House Committee:

B. Gianetti reported the House Committee conducted their floor to floor inspection of both the south and north towers. The House Committee met with Board liaison D. Dick and went over a few items.

VII. Landscape Committee:

E. Berlinsky stated everyone should agree the landscaping is looking nice here around Tower Pointe. The orchid donations are starting to bloom. E. Berlinsky encouraged others to donate orchids.

VIII. Tower Trace LLC:

L. Gates thanked all of those who attended the annual Tower Trace meeting on March 18. The clubhouse library is being completely refurbished; carpet, shelving and painting. L. Gates stated that the Arbor Pointe Foundation has information available for those who are interested. D. Edenfield reported on the efforts of the APF for the benefit of staff.

IX. Old Business:

D. Wilson reported the fitness center sharing is going very well.

X. New Business:

None

Being no other business to discuss, the meeting adjourned at 10:25 am.

**Tower Pointe
Board of Directors Meeting Minutes
April 28, 2016**

Director Attendees: B. Berman, Director
D. Dick, Director
B. Statzell, Secretary
R. Timmerman, Treasurer
D. Wilson, President

Also Present: D. Edenfield
N. Hoops
D. Simpson

The meeting was called to order by D. Wilson at 10:00 a.m. A quorum was established and proof of notice given. The minutes of March 24, 2016 were approved.

I. Managers' Report:

N. Hoops reported that we have hired a new part time maintenance technician, his name is Pandi.

N. Hoops reminded everyone to make sure that they register their vehicle information and obtain a TP parking sticker from the TP concierge.

N. Hoops reported the pink, purple and white pentas will be planted the second week of May.

N. Hoops reported the installation of the new landscape lights has begun.

N. Hoops reminded everyone to use the work order system if they need maintenance.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of March was \$228,130. The Board Designated cash balance at the end of March was \$65,172. The March expenses were under budget by \$5,628. The reserve balance at the end of March was \$455,082.

III. Building Committee:

E. Gates reported the reserve study being prepared by GAB Robbins should be here within the next few weeks.

IV. Finance Committee:

D. Macarthy reported the TP Finance Committee met and went over a few items. The House Committee has requested \$2,438.47 to purchase two chairs, one sofa and one mirror for the south lobby, and the TP Finance Committee recommends the TP Board of Directors approve the request to be paid for from the Board designated cash account.

The Finance Committee also reviewed the request from the TP building Committee to recommend to the TP Board of Directors to pay for the library leak repairs in the amount of \$25,319.96, from the reserves.

V. Activity Committee:

B. Berman reported the Kentucky Derby party has sold out and for those who are coming to make sure to wear their “derby” hats as there will be prizes.

VI. House Committee:

B. Davisson reported the House Committee conducted their floor to floor inspection of both the south and north tower common areas. The suites were occupied and not available for inspection. The old pieces of lobby furniture from the south side will be donated to Residents.

VII. Landscape Committee:

No report

VIII. Tower Trace LLC:

L. Gates reported that TT is continuing to update the clubhouse, the library project is underway. The AT Real Estate Office is doing well; we have had 14 closings of which 6 were at TP. L. Gates thanked those who list their properties with AT Realty.

IX. Old Business:

D. Wilson gave a brief update on Kalea Bay.

X. New Business:

Parking – D. Wilson reported that N. Hoops, D. Carnes, D. Dick and D. Wilson toured the parking spaces and recommend adjusting times on the handicap parking spaces and unloading and loading spaces, a memorandum will follow with the details, a motion was made to approve the parking spaces time limits, which was seconded and approved unanimously.

APF – D. Wilson reported on the Arbor Pointe Foundation progress which has collected over \$43,000.

South side lobby furniture – A motion was made to approve the \$2,438.47 for the new south side lobby furniture to be paid for from the Board designated cash account, which was seconded and approved unanimously.

Library leak expenses - A motion was made to approve paying for the library leak repairs from the reserve account (as recommended by the TP Finance Committee) in the amount of \$25,319.96, which was seconded and approved unanimously

New Resident orientation meeting – D. Wilson stated that on May 11, 2016 at 4:00 pm, we will meet with all new residents (AT and TP) at the Top of the Pointe for orientation. The various department heads will be there to assist with the orientation.

Bulletin Board – D. Dick stated that the House Committee would like to purchase and mount a new bulletin board and place it above the resident mail folders, a motion was made to approve the request and location, which was seconded and approved unanimously. It was noted that the House Committee will maintain the materials on the new bulletin board.

Being no other business to discuss, the meeting adjourned at 10:30 am.

R. Statzell, Secretary

Date

**Tower Pointe
Board of Directors Meeting Minutes
May 26, 2016**

Director Attendees: B. Berman, Director
D. Dick, Director
B. Statzell, Secretary
R. Timmerman, Treasurer
D. Wilson, President

Also Present: D. Edenfield
N. Hoops
D. Simpson

The meeting was called to order by D. Wilson at 10:00 a.m. A quorum was established and proof of notice given. The minutes of April 28, 2016 were approved as amended.

I. Managers' Report:

N. Hoops reported that we have two types of false fire alarms; one anticipated (test) and one un-anticipated (alarm tripped by outside vendors). It is very important that we are notified when outside vendors are working within our building. We are able to take the system "off-line" (meaning the fire department will not be summoned) during the time that the work is being done, enabling us to turn off the announcement/alarm if need be.

N. Hoops stated that the TP vehicle identification stickers have been updated, everyone will be requested to replace the old stickers with the new ones. This will allow us to have an accurate account of each registered vehicle.

N. Hoops reported the portico, columns and front entrance will be power washed. The trim is being replaced around the garage doors. The back doors and hallways are being repainted.

N. Hoops reminded everyone of the annual Hurricane Preparedness Seminar which will take place on June 6th in the Gathering Place at 10:00 am.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of April was \$383,026. The Board Designated cash balance at the end of April was \$63,016. The April expenses were under budget by \$7,103. The reserve balance at the end of April was \$489,680.

III. Building Committee:

E. Gates stated that he has nothing to add.

IV. Finance Committee:

D. Macarthy stated the TP Finance Committee has no distribution requests at this time.

V. Activity Committee:

B. Berman reported on the upcoming ice cream social (date yet to be published). Due to our slush fund we will be giving out major gifts.

VI. House Committee:

B. Gianetti reported the House Committee conducted their floor to floor inspection of both the south and north tower common areas. The unused pieces of furniture and decorative items from the lobby and gathering room were donated on a first come first serve basis to the staff.

VII. Landscape Committee:

S. Simon reported the flowers are coming in well. Generally, the maintenance department does a good job with the various landscaping items.

VIII. Tower Trace LLC:

L. Gates reported that TT is continuing to update the clubhouse, the library project has been completed. All of the first floor windows that face the front entrance will have plantation shutters installed. The details on replacing the windows in AG with hurricane resistance glass windows is being researched.

L. Gates reported that Arbor Trace Realty is doing well with excess profit distributed to TTLLC.

L. Gates reported the Arbor Pointe Foundation is doing beautifully and has collected approximately \$45,000. Scholarships will be awarded late this summer to at least two recipients.

IX. Old Business:

D. Wilson stated the new handicap loading and unloading signs have been installed with new time limits. Please abide by these time limits.

New Resident orientation meeting – D. Wilson stated the new resident (entire Arbor Trace community) orientation meeting which was held on May 11, 2016 was successful with over twenty new residents attending. Each department head and both condominium Board Presidents were there to assist with the orientation. After the orientation, it was time to socialize. We plan on having a new resident orientation meeting at least every six months.

X. New Business:

Building Committee – A motion was made to appoint P. Dohl as vice chair of the building committee, which was seconded and approved unanimously.

Being no other business to discuss, the meeting adjourned at 10:30 am.

R. Statzell, Secretary

Date

**Tower Pointe
Board of Directors Meeting Minutes
July 28, 2016**

Director Attendees: B. Berman, Director
D. Dick, Director
B. Statzell, Secretary
R. Timmerman, Treasurer
D. Wilson, President

Also Present: D. Edenfield
N. Hoops
D. Simpson

The meeting was called to order by D. Wilson at 10:00 a.m. A quorum was established and proof of notice given. The minutes of May 26, 2016 were approved.

I. Managers' Report:

N. Hoops reported that all air conditioning units have been checked with new filters and drain pans checked. We will receive a report of any item that needs attention.

N. Hoops reported the generator went through a load bank test which found minor issues, which were fixed.

N. Hoops reported FPL will be here on Tuesday, August 2nd to replace their transformer casing which is very corroded. The power is scheduled to be off for no longer than four hours. If your vehicle is parked inside a garage with electric door openers and you plan on using your vehicle, you should consider opening your garage door before the electric is turned off. Otherwise you can release the door manually.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of June was \$276,058. The Board Designated cash balance at the end of June was \$57,095. The June expenses were under budget by \$11,432. The reserve balance at the end of June was \$488,925.

III. Building Committee:

P. Dohl stated the Building Committee did not have any actions requiring a meeting.

IV. Finance Committee:

Insurance renewal 2016-2017 – D. Macarthy reported the Finance Committee met with Bouchard Insurance to discuss the renewal of the 2016-2017 insurance package. The Finance Committee recommends that the TP Board of Directors approve the Bouchard Proposal at the cost of \$105,368.52.

2015 Audit – D. Macarthy stated the 2015 audit was completed, no irregularities were found, it was a clean audit according to standard accounting practices. The 2015 excess funds of \$11,233 will be transferred to the Board designated fund as directed by the 2015 TP Annual meeting vote.

V. Activity Committee:

B. Berman reported the upcoming ice cream social will be held on August 21. Royal Scoop will be mixing special flavors for our event.

VI. House Committee:

B. Gianetti reported the House Committee conducted their floor to floor inspection of both the south and north tower common areas. The microwave at the Top of the Pointe meeting room has been replaced.

VII. Landscape Committee:

No report.

VIII. Tower Trace LLC:

L. Gates reported that the TT 2015 audit is complete, TT is in great shape and there will be no tax consequences for the two Condominium Associations.

IX. Old Business:

D. Wilson stated the extra parking for service vehicles will be monitored by staff. Please abide by these time limits.

X. New Business:

Insurance – A motion was made to approve the 2016-2017 insurance package from Bouchard, as recommended by the TP Finance Committee, which was seconded and approved unanimously. The maximum annual hurricane deductible is \$1,816,371.

Common area carpet replacement – The House committee provided the Board of Directors with a quote to install carpet on all 15 residential floors at the cost of \$182,983.68 (\$6,100 per floor). The quote expires on August 1, 2016 and the mill time would be approximately 8-10 weeks. The contract states that 1/3 will be due upon the signing of the contract, 1/3 will be due when shipped and the other 1/3 upon installation. A motion was made to postpone this request until 2017, which was seconded and approved unanimously.

Collier County bridges, bike and walk path – D. Wilson stated that on July 12, the Collier County Board of Commissioners approved the replacement of two small bridges, south of Wiggins Pass at the cost of \$5,415,914, including two 10' walking paths from 111th to Bonita Beach Road. The Developer of Kalea Bay agreed to pay \$1,600,000 of the cost. The work is scheduled to begin in September and finished prior to May 2017.

South boundary of Arbor Trace – D. Wilson reported Kalea Bay has removed their exotics from their north boundary line (our south boundary line) and will be planting 6’ to 12’ pine and palm trees. Arbor Trace had previously eradicated their exotics.

Arbor Pointe Foundation – D. Wilson reported that the APF awarded four \$2,500 scholarships (2 dining room and 2 Arbor Glen employees). Look for the announcement in the upcoming APF brochure.

Being no other business to discuss, the meeting adjourned at 10:40 am.

R. Statzell, Secretary

Date

**Tower Pointe
Board of Directors Meeting Minutes
September 29, 2016**

Director Attendees: B. Berman, Director
D. Dick, Director
B. Statzell, Secretary
R. Timmerman, Treasurer
D. Wilson, President

Also Present: D. Edenfield
N. Hoops
D. Simpson

The meeting was called to order by D. Wilson at 10:00 a.m. A quorum was established and proof of notice given. The minutes of July 28, 2016 were approved.

I. Managers' Report:

N. Hoops reminded everyone that the 30-minute parking spaces doesn't mean stay the full 30 minutes.

N. Hoops reported that fire door replacement project is still underway.

N. Hoops reported the preserve area maintenance will begin soon along with spraying for invasive vegetation.

N. Hoops reported the fall and winter flowers will be ordered asap and installed the first week of November.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of August was \$262,682. The Board Designated cash balance at the end of August was \$68,339. The August expenses were under budget by \$4,820. The reserve balance at the end of August was \$539,866.

III. Building Committee:

E. Gates stated the Building Committee met and reviewed the summer maintenance items. In addition, the Building Committee recommended the TP Finance Committee recommend the TP Board approve the following: West Coast Roofing in the amount of \$2,800 to re-coat all damaged areas, seal all roof penetrations, seams, edges and pitch pans. Approval of the replacement awning over the fitness center exterior door that had been damaged and lost during a storm years ago.

IV. Finance Committee:

D. Macarthy reported the Finance Committee reviewed two requests (roof repairs and fitness center exterior door awning) from the Building Committee. The Finance Committee feels there are ample funds in the budget for both projects.

D. Macarthy reported the Finance Committee reviewed the results of the latest reserve study which accounts for significant projects in 2017.

V. Activity Committee:

B. Berman reported the Activity Committee ended the great year with residual money which will be set aside for the 2017 activities. The Activity Committee reorganized with the same people and the same activities along with new ideas.

VI. House Committee:

No report

VII. Landscape Committee:

Due to the unfortunate death of the Landscape Committees' previous Co-chair E. Berlinsky, a motion was made to appoint Art and Della Johnson as Co-chairs, which was seconded and approved unanimously.

VIII. Tower Trace LLC:

L. Gates reported TT LLC welcomed new member E. Gates (to fulfill F. Hertel term).

L. Gates stated that the clubhouse looks fantastic. New windows are being installed in the AG resident rooms at this time.

IX. Old Business:

None

X. New Business:

Tower Trace LLC – A motion was made to replace F. Hertel who resigned from the TT LLC Board, with E. Gates for the remainder of F. Hertels' term, which was seconded and approved unanimously.

Common area carpet replacement – At the July 28, 2016 Board of Directors meeting, the House committee provided the Board of Directors with a quote to install carpet on all 15 residential floors at the cost of \$182,983.68 (\$6,100 per floor). The Board of Directors at that time postponed the expense until 2017.

The Board of Directors discussed the expense of the flooring and decided it would be best to hire Foxworthy Interiors (condominium common area designer) at the cost of \$3,000, to assist in choosing colors, decorating and space planning. A motion was made to hire Foxworthy, which was seconded and approved unanimously.

Roof repairs - A motion was made to approve \$2,800 payable to West Coast Roofing for re-coating of all damaged roof areas, sealing all roof penetrations, seams, edges and pitch pans, which was seconded and approved unanimously.

Awning – A motion was made to approve up to \$2,000 for a new awning over the fitness center exterior door, which was seconded and approved unanimously.

Guest suite lottery – A blind drawing was held and the two winners for the Christmas Holidays are; Morrows and Buntens. In an effort to accommodate all of the guest suite entries, we make an effort to determine if any other dates would be acceptable.

Being no other business to discuss, the meeting adjourned at 10:30 am.

R. Statzell, Secretary

Date

**Tower Pointe
Board of Directors Meeting Minutes
October 27, 2016**

Director Attendees: B. Berman, Director
D. Dick, Director
B. Statzell, Secretary
R. Timmerman, Treasurer
D. Wilson, President

Also Present: D. Edenfield
N. Hoops
D. Simpson

The meeting was called to order by D. Wilson at 10:00 a.m. A quorum was established and proof of notice given. The minutes of September 29, 2016 were approved.

I. Managers' Report:

N. Hoops reported the reason for the recent power outage was due to a FPL having a brown out losing one phase of the power.

N. Hoops reported the roof resealing project went well.

N. Hoops reported that two new sturdier benches have been ordered for the tennis court.

N. Hoops reported the garage roofs will be pressure washed.

N. Hoops reported the fall and winter flowers will be installed this week.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of September was \$207,366. The reserve fund cash balance at the end of September was \$529,384. The September expenses were under budget by \$3,269. The guest suite income was up by \$670.

III. Building Committee:

E. Gates reported that the Building Committee met and discussed ongoing projects.

IV. Finance Committee:

D. Macarthy reported the Finance Committee reported that there are ample funds in the Designated cash fund to purchase two new benches for the tennis court at the cost of \$813.90.

V. Activity Committee:

B. Berman reported the Activity Committee is in limbo and looking for things to do.

VI. House Committee:

B. Giannetti reported the members of the House Committee inspected the common areas and the guest suites and would like to freshen up and update the guest suites. Maintenance items were turned over to the proper departments and are being handled.

VII. Landscape Committee:

D. Johnson reported the new landscape committee consists of: D. Johnson, S. Clark, J. Dinger and D. Gridley. The committee has met and discussed responsibilities and concerns. The committee will meet regularly.

VIII. Tower Trace LLC:

L. Gates reported that the clubhouse lobby looks neat and orderly. TT LLC will work on AG in 2017. Planation shutters will be installed on all the new windows in the AG resident rooms. In addition, new mattresses have been ordered for the AG resident rooms.

IX. Old Business:

None

X. New Business:

Benches – A motion was made to approve the purchase of two new benches for the tennis court at the cost of \$813.90 from the Designated cash account, which was seconded and approved unanimously.

Common area carpet selection – Foxworthy Interiors will meet with the House Committee and the TP Board of Directors to review two carpet samples for their consideration.

Fitness Room equipment – D. Dick reported that the survey sent to the unit owners regarding the equipment use in the fitness center resulted in interests in purchasing a new life step elliptical machine (\$2,300) and a rowing machine (\$1,100). A motion was made to approve the negotiation to purchase a life step elliptical machine and a rowing machine, which was seconded and approved unanimously. The cost of these items will be shared with AT.

Employee Appreciation Fund – D. Wilson stated that he will be sending out a letter to the TP unit owners announcing the date and time (December 9th at 2:30 in the Gathering Place) for the annual employee appreciation party.

Being no other business to discuss, the meeting adjourned at 10:38 am.

R. Statzell, Secretary

Date

Tower Pointe
Board of Directors Meeting Minutes
November 17, 2016

Director Attendees: B. Berman, Director
D. Dick, Director
B. Statzell, Secretary
R. Timmerman, Treasurer
D. Wilson, President

Also Present: D. Edenfield
N. Hoops
D. Simpson

The meeting was called to order by D. Wilson at 10:00 a.m. A quorum was established and proof of notice given. The minutes of October 27, 2016 were approved.

I. Managers' Report:

N. Hoops reported the holiday decorating is underway. Please request a work order if you would like to have assistance retrieving your decorations, etc.

N. Hoops reported AT has relocated the irrigation in the easement off Vanderbilt Drive due to the upcoming work on the roadway and sidewalk.

N. Hoops stated the fall and winter flowers look great.

N. Hoops advised everyone that the flat roofs on the AT midrise buildings (two & nine) will be re-roofed and at times, the traffic may be impacted due to the cranes, etc.

N. Hoops reminded everyone that the windows are professionally cleaned twice a year. The next time will be in December, date will be announced.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of October was \$359,756. The reserve fund cash balance at the end of October was \$587,327. The October expenses were under budget by \$1,186.

III. Building Committee:

E. Gates reported that the Building Committee met and discussed ongoing projects and the 2017 reserve budget and current expenses.

IV. Finance Committee:

D. Macarthy reported the Finance Committee reviewed and discussed the proposed 2017 budget. With a 1.1% increase in total budget, the TP Finance Committee recommends to the TP Board that they approve the 2017 budget that will be presented at the December Board of Directors meeting after being duly noticed (14 days).

V. Activity Committee:

B. Berman stated the Activity Committee will be sending out activity flyers in January.

VI. House Committee:

B. Davisson reported the members of the House Committee inspected the common areas and the guest suites. Additional holiday decorations will need to be purchased and the decorating will begin after Thanksgiving.

VII. Landscape Committee:

D. Johnson reported the landscape committee is delighted with the fall/winter flowers. The committee is working with Nick to spruce up the shrubbery.

VIII. Tower Trace LLC:

L. Gates reported on projects planned for 2017, which include upgrading the pool and spa to use geo thermal heating as opposed to the propane gas which is expensive. At the same time, the pool tile and pool ladders, etc. will need to be brought up to current code. In addition, a hot water line to pool shower will be installed.

The common areas and nurses station in Arbor Glen will also be renovated.

IX. Old Business:

Employee Appreciation Fund – D. Wilson stated that he will be sending out a reminder notice to the TP unit owners announcing the date and time (December 9th at 2:30 in the Gathering Place) for the annual employee appreciation party.

X. New Business:

Fitness Room equipment – D. Dick reported that the new equipment will be delivered within the next four weeks. S. Steinbach will be conducting a training session on how to use the new equipment.

Being no other business to discuss, the meeting adjourned at 10:22 am.

R. Statzell, Secretary

Date

**Tower Pointe
Board of Directors Meeting Minutes
December 22, 2016**

Director Attendees: B. Berman, Director
D. Dick, Director
B. Statzell, Secretary
R. Timmerman, Treasurer
D. Wilson, President

Also Present: D. Edenfield
N. Hoops
D. Simpson

The meeting was called to order by D. Wilson at 10:00 a.m. A quorum was established and proof of notice given. The minutes of November 17, 2016 were approved.

I. Managers' Report:

N. Hoops reported the sidewalk construction off Vanderbilt Drive in front of our community has finally started. Be wary of workers and additional vehicles.

N. Hoops reported that a fire inspection will be conducted in January. It is important to note that no items are allowed to be stored on the top of your storage cage. If you need assistance in relocating such items, please call in for a work order.

N. Hoops reported that tree trimming, mulch and pine straw installation will begin in January.

N. Hoops reported on the ongoing project of replacing/repairing fire doors. Currently, we are working on floors 9, 10 & 11 south.

N. Hoops reported the weather stripping of the garage doors has started on the south side and the north side will be done after the holidays.

N. Hoops thanked everyone on behalf of all, as well as himself for the generous employee appreciation checks.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of November was \$301,114. The reserve fund cash balance at the end of November was \$573,425. The November expenses were under budget by \$3,060.

III. Building Committee:

E. Gates reported that a light fixture will be added to the parking lot area.

IV. Finance Committee:

D. Macarthy stated looking forward the finances look good. The Finance Committee agreed that the TP Board of Directors should draft a rule regarding cancellation of booked guest suites with possible monetary penalty.

V. Activity Committee:

B. Berman stated the Activity Committee will be sending out activity flyers in January.

VI. House Committee:

B. Giannetti reported the members of the House Committee were busy decorating for the holidays. The committee discarded damaged or ragged décor and purchased several nice pieces to augment what was on hand.

VII. Landscape Committee:

The landscape Committee did not meet in December. No report.

VIII. Tower Trace LLC:

L. Gates reported on projects planned for 2017. L. Gates stated TT LLC will hold their annual meeting within the next few months. Please plan on attending this very important meeting and learn what TT LLC has accomplished.

TT LLC. TP Representative – A motion was made that R. Chambers continue to serve as a TP Representative on the TT LLC. Board of Managers, which was seconded and approved unanimously.

IX. Old Business:

Carpeting – D. Wilson stated the House Committee will be reviewing eight or so carpet samples and will narrow the choice down to three samples.

Wi-Fi signal – D. Wilson stated that the Wi-Fi signal on the ground floor has been enhanced.

Public/estate sales – D. Wilson reminded everyone that no public/estate sales are allowed in the building or on the property of TP.

Fitness Room equipment – D. Wilson reported that the new fitness equipment has arrived and S. Steinbach has scheduled a training session on how to use the new fitness equipment on January 3, 2017 at 3:00 pm. Please take an opportunity to read the instruction manuals prior to the training session.

X. New Business:

Approval of 2017 budget – A motion was made to approve the 2017 budget as presented and recommended by the TP Finance Committee, which was seconded and approved unanimously.

Approval of 2017 APM management agreement – A motion was made to approve the 2017 APM management agreement, which was seconded and approved unanimously.

Approval of unit 804 lease agreement – A motion was made to approve the lease of unit 804 (O’Sullivan) to M/M Callahan for the period of 1/1-3/31/2017, which was seconded and approved unanimously.

Being no other business to discuss, the meeting adjourned at 10:35 am.

D. Simpson, Assistant Secretary

Date