

Tower Pointe
Board of Directors Meeting Minutes
March 23, 2017

Director Attendees: B. Berman, Director
D. Dick, Director
F. Duane, 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 23, 2017 were approved.

I. Managers' Report:

Moisture Detection service – N. Hoops reported Carlsons Service Company will be here on Wednesday and Thursday to start testing for moisture. Should unit owners want to check if they have any moisture problems, Carlsons will charge a minimal fee of \$35 per unit, if interested contact Nick Hoops to arrange. Unit owners will be billed separately from the Association.

Recyclables – N. Hoops reported on the list of recyclables that can be bagged prior to disposing. A list will be mounted in the trash rooms.

Fire doors – N. Hoops reported that the fire-resistant stairwell \doors are showing problems with the mechanical closures (20) leaking and will be replaced.

N. Hoops reported that unit 802 has started their renovations and so far, things are going smoothly.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of February was \$315,586. The reserve fund cash balance at the end of February was \$600,999. Year to date net income of 17,762.

III. Building Committee:

E. Gates reported in addition to what N. Hoops covered, we have scheduled the installation of three new air conditioners. One ten-ton for the Top of the Pointe and two three-ton air conditioners, which includes hiring a crane.

IV. Finance Committee:

D. Macarthy reported the Finance Committee met and reviewed the House Committee request for two coffee bar cabinets at the cost of \$2,244 (\$1,122 each suite) for the guest suites and approximately \$8,644 for new furniture for the guest suites.

The budget for the guest suite renovations is \$12,500 for each suite. The TP Finance Committee reported that there is money available for these projects in the reserve funds.

V. Activity Committee:

B. Berman stated the Kentucky Derby is the next event.

VI. House Committee:

B. Davisson reported the House Committee in addition to the coffee bars and new furniture, the House Committee has sought bids to paint the two suites.

VII. Landscape Committee:

The Landscape Committee did not hold a March meeting, but will meet again in April.

VIII. Tower Trace LLC:

B. Chambers reported TT LLC held their annual meeting on March 15, 2017 for a recap of 2016. TT LLC and APM met for an insurance presentation with Bouchard Insurance. The TT LLC insurance went down by \$5,000.

B. Chambers reported that an elevator chair lift will be installed at the west end of the clubhouse to be used in the event of a power outage.

B. Chambers reported that work will begin soon on the renovation of the nurses' station in Arbor Glen.

These renovations are made possible by the proceeds from Arbor Trace Realty to TT LLC.

IX. Old Business:

Guest suite lottery – D. Wilson reported that the TP Board of Directors have developed rules for the use of the guest suites during the holidays.

X. New Business:

Guest suite renovations – A motion was made to approve the House Committees request for the purchase of new furniture, two coffee bars, lamps, etc., for the guest suites at the approximate cost of \$11,388, which was seconded and approved unanimously.

Bulletin Boards – D. Wilson reported that the House Committee is responsible for the monitoring of the bulletin boards and postings must be approved by the House Committee prior to posting.

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

F. Duane, Secretary

Date

**Tower Pointe
Board of Directors Meeting Minutes
April 27, 2017**

Director Attendees: B. Berman, Director
D. Dick, Vice President
F. Duane, Secretary
R. Timmerman, Treasurer
D. Wilson, President

Also Present: 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 23, 2017 were approved.

I. Managers' Report:

Fire safety system – N. Hoops reported today/tomorrow the annual fire safety inspection will be conducted.

Semiannual window washing - N. Hoops reported the windows will be washed the first week of May and again in November.

Air Conditioner replacement schedule – N. Hoops reported they are waiting on the permit and the crane schedule to determine when the replacement of the Top of the Pointe ten-ton air conditioner and two three ton units will be installed.

Pool/Spa renovation – N. Hoops reported the pool and spa will be shut down for at least three weeks and the project will start the day after Memorial Day (May 30). At that time, the propane heating system will be replaced with a geothermal heating system. (Geothermal energy is heat energy generated and stored in the Earth). The pool and spa will be retiled and resurfaced, ladders will be installed to new code. This entire area will be restricted and will be cordoned off.

Preserve areas - Underway presently, exotics are being eradicated from the preserve areas. After the areas have been cleaned out, pine straw will be laid. This work is scheduled to be completed by the end of the month.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of March was \$262,227. The reserve fund cash balance at the end of March was \$593,865. Year to date net income of \$21,287.

III. Building Committee:

P. Dohl reported in addition to what N. Hoops covered, the Building Committee had an constructive tour of the fire pump room and gate valve.

IV. Finance Committee:

B. Chambers reported the Finance Committee met for a basic meeting. Nothing to request of Board.

V. Activity Committee:

B. Berman stated the Kentucky Derby Party is on May 6th at 5:00 – 7:00 pm. The event is for 75 people and it is almost sold out at \$8.00 per person.

VI. House Committee:

B. Davisson reported the House Committee met with maintenance and housekeeping to develop a timeline for the work on the guest suites. Work to start on June 5th and be completed by June 16th. An open house will be held to present the updated suites.

Newspaper plastic bins are available at the cost of \$15.00 installed. See the concierge.

VII. Landscape Committee:

D. Johnson reported the Landscape Committee met and selected semiannual flowers (Penta's) to be installed within the next three weeks. After the rainy season starts more plantings will be done.

VIII. Tower Trace LLC:

B. Chambers reported that work has begun on the renovation of the nurses' station in Arbor Glen. After the nurse station renovation, AG common areas will be painted and new carpet will be installed.

These renovations are made possible by the proceeds from Arbor Trace Realty to TT LLC.

IX. Old Business:

Carpeting – D. Wilson reported that the carpeting has been ordered for the library, executive offices, guest suites. The carpeting for the residential hallways has also been ordered. We expect to receive the carpeting in July. A staging meeting will be held prior to any installation.

Kalea Bay – D. Wilson provided an update on the Kalea Bay progress.

X. New Business:

None

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

F. Duane, Secretary

Date

Tower Pointe
Board of Directors Meeting Minutes
May 25, 2017

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

Absent: F. Duane, Secretary

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

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 27, 2017 were approved.

I. Managers' Report:

Carpet installation – N. Hoops provided a time line on the preparation and installation of the new carpeting on the residential floors and guest suites. N. Hoops reported new carpeting has been installed in the offices, fitness center and library.

Air Conditioners replacement – N. Hoops reported replacement of the Top of the Pointe ten-ton air conditioner and two three-ton air conditioner units have been installed.

Air conditioning – N. Hoops reported on June 6, Crowther will be here to conduct their annual air conditioning inspection on the common areas and the individual units. We will be sending out a formal notice with details.

Clubhouse pool – N. Hoops reported the pool/spa will officially close on June 30, 2017 for renovation/maintenance. It is anticipated that it will take approximately four to six weeks to complete.

Trash room doors – N. Hoops requested that everyone make sure to re-close the trash room doors.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of April was \$415,373. The reserve fund cash balance at the end of April was \$470,655. Year to date net income of \$32,477.

III. Building Committee:

E. Gates reported the building committee met and went over a few things, everything is good.

IV. Finance Committee:

D. Macarthy reported the Finance Committee met and agreed that TP is in great financial shape. The TP 2016 audit is underway.

V. Activity Committee:

B. Berman stated the Kentucky Derby Party turned out good and thanked the committee for their work and being budget conscious. The next event is an ice cream social.

VI. House Committee:

B. Davisson reported on the progress of the guest suites renovation. An open house is scheduled for June 15, 2017 to present the updated suites.

VII. Landscape Committee:

D. Johnson reported the Landscape Committee did not meet in May. D. Johnson reported J. Dinger resigned from the Landscape Committee.

VIII. Tower Trace LLC:

B. Chambers reported TT LLC will not meet in June. B. Chambers stated that TT Realty has very strong activity, which provides revenue to TT LLC to use for capital projects.

B. Chambers reported that the renovation in Arbor Glen will entail, a chair lift, new carpeting, furniture, artwork, new nurses station, treatment room, etc.

IX. Old Business:

Kalea Bay – D. Wilson provided an update on the Kalea Bay progress.

X. New Business:

Resolution of Honor -A motion was made for a resolution to honor Jack Hemwall for all of his efforts and the many years on many different boards, which was seconded and approved unanimously.

Fitness Center weight bench – R. Wilson requested that the weight bench be replaced to its original designated position.

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

F. Duane, Secretary

Date

Tower Pointe
Board of Directors Meeting Minutes
July 27, 2017

Director Attendees: B. Berman, Director
D. Dick, Vice President
F. Duane, Secretary
D. Wilson, President

Absent: R. Timmerman, Treasurer

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

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 25, 2017 were approved.

I. Managers' Report:

Carpet installation – N. Hoops reported the installation of the new carpeting on the residential floors and guest suites is 99% complete.

Elevator strike – N. Hoops reported replacement of ten elevator boards which blew out due to a lightning strike has been mostly repaired.

Putting green – N. Hoops reported he has received several proposals on the replacing the putting green.

Carts – N. Hoops reminded everyone to promptly return and replace the “grocery” carts to their designated spot.

II. Treasurers Report:

R. Chambers reported that operating cash at the end of June was \$362,734. The reserve fund cash balance at the end of June was \$451,852. Year to date net income of \$29,852.

III. Building Committee:

E. Gates reported the building committee met and recommended to the TP Finance Committee that they approve and recommend to the TP Board of Directors that they approve the expenditure of \$23,200 for the replacement of the putting green.

IV. Finance Committee:

R. Chambers reported the Finance Committee met and agreed to recommend to the Tower Pointe Board that they approve the expenditure of \$23,200 for the replacement of the putting green.

R. Chambers reported the TP 2016 audit has been completed with no irregularities being found, it was a clean audit according to standard accounting practices. The 2016 excess funds of \$22,562 will be transferred to the Board designated fund as directed by the 2016 TP Annual meeting vote.

Insurance renewal 2017-2018 – R. Chambers reported the Finance Committee met with Bouchard Insurance to discuss the renewal of the 2017-2018 insurance package. The Finance Committee recommends that the TP Board of Directors approve the Bouchard Proposal (option one) at the cost of \$97,908.90.

V. Activity Committee:

B. Berman the next event is an ice cream social scheduled for August 27, 2017 at 4PM. This event will feature the Arbor Trace Singers.

VI. House Committee:

B. Davisson reported on the project of the guest suites renovations came in under budget by approximately \$1,000. The House Committee also discussed the current ice machine located in the Gathering Place kitchen.

VII. Landscape Committee:

A. Johnson reported the Landscape Committee did not meet in June, although the sod looks great and vines are covering the lattice screening.

VIII. Tower Trace LLC:

B. Chambers reported John Egenberg is now serving on the APM LLC for remaining term of D. Johnson.

B. Chambers reported the pool is now open.

B. Chambers reported TTLLC funded approximately \$75,000 for various capital requests such as; a new kitchen walk-in freezer, parking lot trip hazards repaired, repair of concrete decking outside the Colonnade Room. Repair woodpecker damage on clubhouse, purchased used truck for maintenance department, and painting of the clubhouse after woodpecker damage has been repaired.

IX. Old Business:

Kalea Bay – F. Duane provided an update on the Kalea Bay meeting with Collier County Board of Commissioners.

X. New Business:

Insurance – A motion was made to approve the 2017-2018 insurance package at the cost of \$97,908.90 from Bouchard Insurance, as recommended by the TP Finance Committee, which was seconded and approved unanimously. The maximum annual windstorm deductible is \$1,868,604.

Putting Green – A motion was made to approve the expenditure of \$23,200 for the replacement of the putting green as recommended by the TP Building and Finance Committees, which was seconded and approved unanimously.

Being no other business to discuss, the meeting adjourned at 11:00 am.

Debra Simpson, Assistant Secretary

Dated

Tower Pointe
Board of Directors Meeting Minutes
September 28, 2017

Director Attendees: D. Dick, Vice President
F. Duane, Secretary
D. Wilson, President
R. Timmerman, Treasurer

Absent: B. Berman, Director

Also, Present: N. Hoops
D. Simpson
D. Edenfield
K. Cooney

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 27, 2017 were approved.

I. Managers' Report:

Hurricane Irma –N. Hoops reported the exterior damage included, but not limited to the loss of the metal “roofing” on the walkways, the fabric awnings blew off, the glass panel door was struck by debris, the awnings between garages were blown off, the roof hoods for the air conditioners exhaust fans blew off. Air conditioners were blown off of their stands. The 15-ton air conditioner unit for the Gathering Place was destroyed (new unit on order and to be installed with a crane). Landscape lights are loose or completely broken. A number of trees, landscaping and irrigation (irrigation was turned off) was damaged. The north awning knocked off ceiling fire sprinkler head, watering the area below. Grunau will be here to fix the system. The roof vents for the elevators blew off allowing water to pour into the elevators causing numerous issues. Crowther roofing will be here to assess the damage to the roofs. Seven garages are known to have suffered damage. Repairs are underway. The wood flooring in the Gathering Place buckled and will need to be replaced.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of August was \$291,559. The reserve fund cash balance at the end of August was \$421,272. Year to date net income of \$22,258.

III. Building Committee:

E. Gates reported the building committee met and discussed Hurricane Irma issues as stated in the Managers Report above. The Building Committee recommends starting the emergency repairs.

IV. Finance Committee:

D. Macarthy reported that TP is in great financial shape and have adequate funds to take care of repairs from Hurricane Irma.

V. Activity Committee:

B. Wilson stated it was a successful social season. The next event will be in January (gift swapping).

VI. House Committee:

B. Davisson reported the damage from Hurricane Irma to the common areas was minimal.

VII. Landscape Committee:

D. Johnson reported the Landscape Committee is planning the removal of the dead debris and selecting winter flowers.

VIII. Tower Trace LLC:

B. Chambers reported AT Realty has done extremely well in 2017. Reserves and liquidity is excellent. New regulations are in place for Assisted Living Facilities regarding air conditioning. TT LLC is already working on compliance measures.

B. Chambers reported a new Executive Chef was hired, his name is Brett Wayte and he will be starting October 3, 2017.

B. Chambers reported TT LLC made a resolution to honor the staff for their dedication and hard work during Hurricane Irma.

IX. Old Business:

Putting Green update: D. Wilson reported that all materials have been delivered for the installation of the new putting green and will be installed tomorrow.

Interior plants – D. Wilson stated the live interior plants are being cared for by an outside vendor. Please do not water any of the plants.

X. New Business:

Merging the Landscape and Building Committees – A motion was made to merge the Landscaping and Building Committees as one committee and to be called the Building and Grounds Committee, effective November 1, 2017 which was seconded and approved unanimously.

Resident absence itinerary form – D. Wilson reported Residents who are leaving for one week or more are requiring them to list on their Itinerary form the name and phone number of the person who will be checking their condominium. This form will allow staff to contact someone in case of an emergency during the Residents absence.

Guest Suites lottery – D. Wilson stated that no lottery drawing will take place as only two requests for the two suites have been received.

Being no other business to discuss, the meeting adjourned at 11:00 am.

F. Duane, Secretary

Dated

Tower Pointe
Board of Directors Meeting Minutes
October 26, 2017

Director Attendees: D. Dick, Vice President
F. Duane, Secretary
D. Wilson, President
R. Timmerman, Treasurer
B. Berman, Director

Also, Present: N. Hoops
D. Edenfield
K. Cooney

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 28, 2017 were approved.

I. Managers' Report:

Hurricane Irma –N. Hoops reported Crowther roofing is here. All four elevators are working now and will have a full review at a later date. Large debris piles will be picked up soon. Seven garages are known to have suffered damage and the Residents have received a letter explaining the damage and options. The wood flooring in the Gathering Place will be replaced tomorrow.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of September was \$224,765. The reserve fund cash balance at the end of September was \$421,642. Year to date net income of \$14,066.

III. Building Committee:

E. Gates stated Hurricane Irma exposed a drainage problem with units 104 and 105 on their east side lanais. The Building Committee recommends that the expense (\$6,450) to repair the two units be approved.

E. Gates reported the Building Committee reviewed and approved their portion of the 2018 budget.

IV. Finance Committee:

B. Chambers reported that the TP Finance Committee concurs with the TP Building Committees' recommends to the TP Board that they approve \$6,450 for the repair of two lanais. A motion was made to approve the expenditure, which was seconded and approved unanimously.

V. Activity Committee:

D. Wilson stated B. and M. Berman resigned from the Activity Committee and were thanked for all of the fun activities that they planned.

VI. House Committee:

B. Davisson reported the House Committee has been seeking two new Christmas trees.

VII. Landscape Committee:

No reports.

VIII. Tower Trace LLC:

B. Chambers reported AT Realty has done extremely well in 2017 which enables TT LLC to keep up with the renovations.

IX. Old Business:

None

X. New Business:

New Resident meeting – D. Wilson stated that a new resident meeting will be held at the end of November.

Exercise room equipment – D. Dick reported on the limitation of room in the exercise room. Should anyone wish to donate additional items, please stop by the Concierge to pick up a form.

Employee appreciation – D. Wilson reported the letters to the Residents regarding the Employee Appreciation Fund will be sent out within the next few weeks.

Special board meeting – D. Wilson reported that a special meeting was held to discuss the new rules regarding renovations to units. A motion was made to approve the new form, which was seconded and approved unanimously. The new rules are included in the new form.

Being no other business to discuss, the meeting adjourned at 10:54 am.

F. Duane, Secretary

Dated

Tower Pointe
Board of Directors Meeting Minutes
November 16, 2017

Director Attendees: D. Dick, Vice President
F. Duane, Secretary
D. Wilson, President
R. Timmerman, Treasurer
B. Berman, Director

Also, Present: N. Hoops
D. Edenfield
K. Cooney

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 26, 2017 were approved.

I. Managers' Report:

N. Hoops explained the fire alarm procedures and a memorandum will follow. The fire alarm system will be turned off later today to turn on the heating systems on each floor, to burn off the dust accumulation.

N. Hoops stated that the homeowners who are renovating their units are their own project managers and are responsible for all the contractors in their home. We are working on updating the rules and regulations regarding modifications to your units. We have purchased additional elevator padding to accommodate all of the renovations.

The annual flowers are being planted now. FEMA will be back in to pick up the rest of the Hurricane Irma debris.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end of October was \$374,440. The reserve fund cash balance at the end of October was \$449,551. Year to date net income of \$10,514.

III. Building Committee:

E. Gates stated reported the Building and Grounds Committee has a new member, B. Berman.

IV. Finance Committee:

D. Macarthy reported that the TP Finance Committee reviewed and approved the 2018 final budget. The budget has been increased by .47 per day. The Finance Committee recommends that the TP Board approve the proposal to repair and seal all the repairs of 204 dryer/bathroom vents at the projected cost of \$13,200.

V. Activity Committee:

D. Wilson stated the first event of the new year will be the white elephant gift exchange in January.

VI. House Committee:

B. Giannetti reported the House Committee purchased two new prelit, easy setup and takedown Christmas trees. The trees will be decorated starting the Monday after Thanksgiving. The House Committee is also working on replacing the flooring in the elevators with a product that can take the hard wear and tear.

VII. Tower Trace LLC:

B. Chambers reported AT Realty has had 21 closing so far, this year. This enables TT LLC to keep up with the funding of projects , such as painting the clubhouse, the air conditioning systems replacements, etc.

VIII. Old Business:

D. Wilson reported the renovation of the putting green is complete and a good challenge.

IX. New Business:

New Resident meeting – D. Wilson stated that a new resident meeting will be held November 28th, at the Top of the Pointe at 4:00 pm.

Coffee with Kevin Cooney – D. Wilson stated that K. Cooney did a good job explaining his background and experience.

Employee appreciation – D. Wilson reported the letters to the Residents regarding the Employee Appreciation Fund have been sent out.

Professional Shredders – A motion was made to hire the same shredding company that was used previously, which was seconded and approved unanimously. This will be done after the new year.

Fan and Dryer vents – A motion was made to approve the repairs and sealing of 204 dryer/bathroom vents at the total cost of \$13,200 from the reserve fund, which was seconded and approved unanimously.

Being no other business to discuss, the meeting adjourned at 10:45 am.

F. Duane, Secretary

Dated

**Tower Pointe
Board of Directors Meeting Minutes
December 21, 2017**

Director Attendees: D. Dick, Vice President
F. Duane, Secretary
D. Wilson, President
R. Timmerman, Treasurer
B. Berman, Director

Also, Present: N. Hoops
D. Edenfield
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 11, 2017 were approved.

I. Managers' Report:

N. Hoops reported on January 8, 2018 the dryer/bathroom vents in all of the units will be cleaned. A notice will be forthcoming with further details.

N. Hoops reported everyone that has signed up for a new garage door, permits are pending.

N. Hoops reported that a few of the residential access doors are starting to show rust and pitting. In an effort to prevent further damage we received a price to paint the doors from Al Porter Paints. There are 75 doors total. Each door will be sanded, primed and painted.

N. Hoops reported Hurricane Irma cleanup is still ongoing.

II. Treasurers Report:

R. Timmerman reported that operating cash at the end December of was \$262,913. The reserve fund cash balance at the end of December was \$437,557.

III. Building Committee:

P. Dohl stated that most of the information was relayed by N. Hoops.

IV. Finance Committee:

D. Macarthy reported that the TP Finance Committee approved the expenditure of \$9,000 for the garage doors repairs and stated that there are enough funds available.

V. Activity Committee:

C. Boyden reported on January 11th, 2018, the first event will take place which is a white elephant gift exchange.

VI. House Committee:

B. Davisson reported the House Committee decorated for Christmas and will be removing the decorations on January 4, 2018.

B. Davisson reported Ann Hocking is the new House Committee Member replacing K. Sexton who resigned due to multiple interests.

VII. Tower Trace LLC:

B. Chambers reported TT met yesterday and recapped the year.

VIII. Old Business:

D. Wilson reported the Employee Appreciation party was a wonderful thing to witness.

IX. New Business:

2018 Arbor Pointe Management Agreement – A motion was made to approve the 2018 APM management agreement, which was seconded and approved unanimously.

2018 TP Annual Budget – The Board of Directors has received the 2018 proposed operating budget. A motion was made to approve the 2018 TP budget as recommended by the TP Finance Committee.

Tower Trace Board assignment – a motion was made to appoint V. Dill to serve on the Tower Trace Board for a term of 3 years, which was seconded and approved unanimously.

Board of Director terms – D. Dick, F. Duane and B. Berman terms are expiring. Each want to re-run for the Board and being that no other candidates were presented, D. Dick, F. Duane and B. Berman will be seated at the January annual meeting.

Safe Guard Shredding Company – On February 7th, 2018, Safe Guard Shredding Company will be here from 9am – 10am at TP and then at the Clubhouse from 10am - 11 am.

Residential access doors – A motion was made to approve \$9,000 to strip, sand and apply primer and paint to all of the residential access doors on the garages becoming rusted over the years, which was seconded and approved unanimously.

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



D. Simpson, Assistant Secretary



Dated