

**Tower Pointe Condominium Inc.**  
**Board of Directors Meeting**  
**December 19, 2019**

Minutes of the Board of Directors Meeting of Tower Pointe Condominium Association, Inc., Naples, Florida held in the Gathering Place of Tower Pointe on December 19, 2019.

**I. Call to order**

Board Member Ron Timmerman called the meeting to order at 10:00 am

**II. Establish Quorum**

Director Attendees: Bennett Berman, Secretary  
Doug Dick, Vice President  
Shepard Scheinberg, Special Projects  
Marcy Skees, Treasurer  
Ron Timmerman, President

Also, Present: Nick Hoops  
Debra Simpson  
Dan Edenfield

**III. Approval of minutes of the Board of Directors Meeting held on November 21, 2019**

Motion by Marcy Skees, seconded by Bennett Berman to approve the minutes of the November 21, 2019 Board of Directors meeting, Motion carried unanimously.

**IV. Managers' Report**

Nick Hoops stated how important it is to inform your vendors/home health care workers to park in the contractor parking areas.

Nick Hoops explained the fire alarm that was accidentally set off by an air conditioning company last week, could not be silenced by staff. Only the fire department can verify that there was no emergency and silence the alarms. We have to alert the fire department and alarm company that the fire safety system is being tested.

Nick Hoops reported the new telephone system for the clubhouse requires TP to upgrade their Wi-Fi to be compatible with the new clubhouse telephone system. The TP Building Committee recommended that the TP Finance Committee recommend to the TP Board that they approve the amount of \$4,230 to IT Team Logic to be paid from reserves.

Nick Hoops stated the second notice for the January 23, 2020 annual meeting, will be mailed out on January 7, 2020.

## **V. Treasurers Report:**

Marcy Skees reported on the November 30, 2019 financials:

Operating cash	\$256,030.
Reserve cash	\$532,000.
Year to date net income	\$74,321.
Favorable to budget	\$4,474.

## **VI. Building and Grounds Committee**

Karen Sexton reported the Building committee continues to discuss the ongoing problems of getting parts for elevator three, due to the age of the elevator.

Karen Sexton reported the Building Committee recommended to the Finance Committee their approval and recommendation to the TP Board to approve \$4,569 to add the Top of the Pointe doors to the fire safety system to enable the doors to be left open.

## **VII. Finance Committee**

Marcy Skees reported the Finance Committee met on Tuesday of this week and the first item of business was the acceptance of David Macarthy's resignation, who is no longer a resident of Tower Pointe. We welcomed Karen Sexton as the new Building and Grounds Committee Chairperson. The Finance Committee expressed gratitude to David Macarthy for his contributions to this community.

Marcy Skees stated items reviewed with the Property Manager Nick Hoops, included the five-year service contract with Otis Elevator at the cost of \$33,000 annually. The contract covers the cost of service calls during regular business hours. The service contract does not include parts or non-business hour service calls. In 2017 we paid \$14,294 for parts/nonbusiness hour service calls, in 2018 we paid \$46,990 for parts/nonbusiness hour service calls, so far in 2019 we paid \$23,600 (as of November 30, 2019) for parts/nonbusiness hour service calls.

Marcy Skees reported the Finance Committee discussed Nick Hoops is acquiring three bids on painting the exterior of the building.

Marcy Skees reported two motions were brought from the TP Building Committee to the TP Finance Committee for their review, approval and to recommended to the TP Board their approval. The first motion was \$4,569 to Signature Fire and Security Company to add the Top of the Pointe doors to the fire safety system. The second motion was \$4,230 to IT Team Logic from reserves to upgrade the wi-fi on TP ground floor. The TP Finance Committee, therefore, recommends to the TP Board of Directors their approval on both motions.

Marcy Skees announced that she is stepping down as Chairperson of the TP Finance Committee. Marcy Skees proposed that Beverly Davisson Chair the Finance Committee. Marcy Skees made a motion that Beverly Davisson Chair the Finance Committee, which was seconded by R. Timmerman, motion carried unanimously.

Shepard Scheinberg made a motion to approve the Team Logic company proposal to upgrade the wi-fi for the Tower Pointe ground floor at a cost of \$4,230, which will be paid for out of reserves, seconded by Marcy Skees, motion carried unanimously.

Shepard Scheinberg made a motion to approve the Signature Fire and Security Company proposal to install two door holders on the 17<sup>th</sup> floor doors at a cost of \$4,569, which will be paid for out of reserves, seconded by Marcy Skees, motion carried unanimously.

**VIII. Activity Committee:**

Julie Egenberg reported the Thursday parties at the Top of the Pointe, which are held once a month, (first Thursday of each month) have been quite successful. A fun time was had by all at the December 5<sup>th</sup> cocktail party, approximately thirty residents were in attendance.

Julie Egenberg reported the white elephant party will be held on January 9, 2020.

**IX. House Committee:**

Bee Giannetti reported most of the House Committees efforts have been going through all the boxes and organizing the holiday decorations. The House Committee thanked the maintenance staff for all the heavy lifting.

**X. Tower Trace LLC:**

Bob Chambers reported TT met yesterday (December 18) and stated TT Realty had a slow year in sales. For instance, in 2018 there were 17 closings at TP, and for 2019 we have had 7 closings in TP.

Bob Chambers reported the 2020 TT Realty budget was reviewed and approved.

Bob Chambers reported the real estate office will be open on Sundays starting in January.

Bob Chambers reported Jodi Hansen and Jennifer Hoops will be co-brokers starting in January 2020.

The Board and audience thanked Bob Chambers for all of his years of service.

**XI. APM LLC.:**

John Egenberg reported APM worked on revising their bylaws among a few other things. Unfortunately, we have lost seven Arbor Glen residents within the last couple of months. The Arbor Glen census is down to 18 which also brings down income.

John Egenberg reported that APM LLC., spent \$265,000 for capital projects in 2019.

John Egenberg stated the question of “do men have to wear jackets in the dining room” is raised again. After a brief discussion, the APM Board of Managers voted unanimously to leave the dress code as published. Please make reservations.

John Egenberg reported the terms of Mary Coulson and David Macarthy will expire on the APM Board of Managers in April.

**XII. Old Business:**

None

**XIII. New Business:**

2020 TP Association Budget – Marcy Skees made a motion to approve the 2020 TP Association Budget as presented and distributed, Shepard Scheinberg seconded, motion carried unanimously.

2020 APM Management Agreement – Marcy Skees made a motion to approve the 2020 APM Management Agreement, Shepard Scheinberg seconded, motion carried unanimously.

Appointment of TT LLC., Manager

Shepard Scheinberg made a motion to appoint Bill Fischer to represent TP on the TT LLC., Board of Managers, Marcy Skees seconded, motion carried unanimously.

Marcy Skees made a motion to request that APM LLC., produce an affidavit stating that proper notice and record keeping of the Tower Pointe Condominium Association Inc., are governed by the Articles of Incorporation, Shepard Scheinberg seconded, motion carried unanimously.

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

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Debra Simpson, Asst. Secretary

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Dated

**Tower Pointe**  
**Board of Directors Meeting Minutes**  
**February 28, 2019**

Director Attendees: R. Timmerman, President  
D. Dick, Vice President  
B. Berman, Secretary  
M. Skees, Treasurer  
S. Scheinberg, Special Projects

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

The meeting was called to order by R. Timmerman at 10:00 a.m. A quorum was established, and proof of notice given. The minutes of December 20, 2018 and January 24, 2019 were unanimously approved.

**I. Managers' Report:**

N. Hoops reported that the Building Committee met and reviewed the capital reserve study prepared by W.J. Johnson and Associates. The Building Committee is happy with the study and believes we have solid numbers. There were only a few changes from the 2018 reserve study prepared by G.A.B. Robbins.

N. Hoops reported the tree trimmers will be here today to clean up the oak trees.

N. Hoops reported on the new proposed audio/visual equipment for the Gathering Place.

N. Hoops reported he has received a proposal from Otis Elevator to modernize the two remaining elevators. The price (a budgeted reserve item) for replacing the obsolete drives and door openers is \$45,955, for both elevators. A down payment of \$22,975, will be required.

**II. Treasurers Report:**

**Reported by M. Skees**

The December 31, 2018 financials have been re-stated to allow for year-end adjustments resulting in a net income of \$609.

Re-stated December 2018 year end:

Operating cash:	189,861.
Reserve cash:	361,622.
YTD revenue:	922,180.
YTD expenses:	921,571.
Net income:	@ 609. <i>Subject to change</i>

January 2019:

Operating cash:	337,312.
Reserve cash:	429,361.
YTD revenue:	235,191.
YTD expenses:	105,804.
Net income:	5,205.

A motion was made to approve the December and January financials, which was seconded and approved unanimously.

**III. Building and Grounds Committee:**

E. Gates introduced K. Sexton, Chairman of the sub-committee that is working on the area behind the towers. K. Sexton stated the committee is working on ways to reserve water, reduce fertilizer use, and reduce maintenance. This project is long termed and will be phased.

The Building Committee discussed the use of solar panels; such as where to install, etc.

**IV. Finance Committee:**

D. Macarthy reported the Finance Committee met and reviewed the W.J. Johnson capital reserve study. Although we have a good maintenance program, this capital reserve study indicates the need to increase the reserves by 1.35% each year for the next 30 years and recommends the TP Board of Directors approve the capital reserve study.

D. Macarthy reported the Finance Committee recommends the TP Board of Directors approve \$3,604.82 for new audio/visual equipment in the Gathering Place, to be paid for from the Board contingency fund.

D. Macarthy recognized and thanked B. Schwindt who resigned from the TP Finance Committee after ten years.

**V. Activity Committee:**

None

**VI. House Committee:**

B. Giannetti reported the House Committee conducted their scheduled common area walk-thru. Most issues were at the Top of the Pointe, the sheer curtains need to be cleaned, including the hallway curtains. These issues were turned over to the proper departments.

**VII. Tower Trace LLC:**

E. Gates reported that reported Arbor Trace Realty is very active, and the realtors are working very hard. The Broker of Record is now Charles Edenfield until further notice.

E. Gates reported that two additional golf carts (refurbished) were purchased to be used by the realtors and maintenance.

E. Gates reported that the annual meeting of TT LLC., will be held on March 27th at 10:00 a.m., in the Gathering Place. Residents of each association are invited and encouraged to attend. This meeting is a recap of the previous year (2018), introduction of board of managers and key staff. Notices to follow.

**VIII. Old Business:**

None

**IX. New Business:**

W.J. Johnson Engineering Capital Reserve study: The Building Committee and TP Finance Committee have recommended that the TP Board of Directors, approve the capital reserve study conducted by W.J. Johnson, a motion was made to approve, seconded and passed unanimously.

Audio/Visual enhancements for the Gathering Place: The Building Committee and TP Finance Committee have recommended that the TP Board of Directors, approve the expense of \$3,604.82. A motion was made to approve, seconded and passed unanimously.

Being no other business to discuss, the meeting adjourned at 10:29 am.

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B. Berman Secretary

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Dated

**Tower Pointe**  
**Board of Directors Meeting Minutes**  
**March 28, 2019**

Director Attendees: R. Timmerman, President  
B. Berman, Secretary  
M. Skees, Treasurer  
S. Scheinberg, Special Projects

Absent: D. Dick, Vice President

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

The meeting was called to order by R. Timmerman at 10:00 a.m. A quorum was established, and proof of notice given. The minutes of February 28, 2019 were unanimously approved.

**I. Managers' Report:**

N. Hoops stated the cost to replace the last 25 utility doors is \$13,700 (included in the reserve budget).

N. Hoops reported the front door call tele entry system screen is becoming hard to read. The system is old, and parts are not available. The system needs to be replaced, a quote of \$4,862.96 was received and if approved, will be paid for from the fire safety and security system reserves.

N. Hoops reported on the issue with having shutters installed directly against screens, whereas to replace your screens, you would have to remove your shutters. N. Hoops stated that he met with a vendor (Peake Screen Solutions) that uses screen panels that can be removed and be placed directly or indirectly against your shutters. They are easily removed for cleaning, etc. He is working on getting a "group" price. If you are interested and would like to see a sample, let me know. This will be a summer project if there is enough interest.

N. Hoops spoke again on the inclusion of Wind Abatement Screens, which allows light to come through, as a potential option for residents of the tower to use as hurricane protection. The Building Committee agreed to recommend to the Board amending the documents to include the necessary verbiage *the inclusion of the use of roll-up abatement screens, which meet specific state of Florida building codes and applicable hurricane wind and impact resistance requirements*. A special meeting will be held April 25, before the regular scheduled Board meeting. Notices to follow.

N. Hoops reported the expense for the electric work on the installation of the audio/visual equipment in the amount of \$1,634 is in addition to the original cost of \$3,604.83. A motion was made to approve the additional expense of \$1,634, which was seconded and approved unanimously.

N. Hoops stated the cost to add the library door to the fire system with a magnetic lock came in at \$3,915.68. The Finance Committee agreed to defer the item and until 2020.

## **II. Treasurers Report:**

### **Reported by M. Skees**

February 2019:

Operating cash:	280,095.
Reserve cash:	429,033.
YTD revenue:	240,299.
YTD expenses:	176,175.
YTD net income:	63,304.

## **III. Building and Grounds Committee:**

E. Gates stated in response to the article in the Arbor Trace Revue on the conservation of water, he has received a few ways additional ways to reduce the amount of water that is used in the residences.

## **IV. Finance Committee:**

D. Macarthy reported the Finance Committee met and reviewed and recommends the TP Board of Directors approve \$1,634 for new audio/visual equipment in the Gathering Place, to be paid for from the Board contingency fund.

D. Macarthy reported the Finance Committee discussed the door call tele entry system which needs replaced and recommends to the TP Board that they approve \$4,862.96, from the fire safety and security system reserves.

D. Macarthy reported the Finance Committee discussed the request from the House Committee to add the library door to the fire system with a magnetic lock at the cost of \$3,915.68, so the door can remain open at all times. The Finance Committee recommends the TP Board defer the item until 2020.

R. Timmerman reported that D. Macarthy has resigned as Chairman of the Finance Committee, a motion was made to approve the resignation and M. Skees to be the Chairman, which was seconded and approved unanimously.

## **V. Activity Committee:**

J. Egenberg reported the activity committee has had a lot of things accomplished so far this year, thanks to C. Boyden and B. Wilson. We welcome additional committee members. One activity was cleaning of the storage areas. We have three events scheduled and are welcoming AT Residents. The next scheduled event is the Kentucky Derby on May 4th.

## **VI. House Committee:**

B. Giannetti reported the House Committee has requested a quote from a previous provider for replacement of the white sheers up on 17, both in the room and in both hallways. These window treatments are original to this building and have seen a lot wear. Once we receive the quote it will be turned over to the Board for their consideration.

**VII. Tower Trace LLC:**

E. Gates reported that the annual meeting of TT LLC., held yesterday had a very good turnout.

E. Gates reported on the insurance presentation from Bouchard Insurance.

E. Gates reported the real estate transactions are slowing down.

E. Gates reported the last bathroom in AG has been renovated.

E. Gates reported D. Wilson representing TP, and G. Svoboda representing AT, were appointed to the APM Board.

**VIII. Old Business:**

None

**IX. New Business:**

Audio/Visual enhancements for the Gathering Place: The Building Committee and TP Finance Committee have recommended that the TP Board of Directors, approve the expense for the electric work on the installation of the audio/visual equipment in the amount of \$1,634, a motion was made to approve the additional expense of \$1,634, which was seconded and approved.

Tele entry system - A motion was made to approve \$4,862.96, which was seconded and unanimously approved.

Amendment to the Declaration of Condominium, specially the proposed changes to section 11.11. A motion was made to proceed with the process, which was seconded and approved unanimously.

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

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B. Berman Secretary

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Dated

**Tower Pointe**  
**Board of Directors Meeting Minutes**  
**April 25, 2019**

Director Attendees: R. Timmerman, President  
B. Berman, Secretary  
M. Skees, Treasurer  
S. Scheinberg, Special Projects  
D. Dick, Vice President

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

The meeting was called to order by R. Timmerman at 10:00 a.m. A quorum was established, and proof of notice given. The minutes of March 28, 2019 were unanimously approved as amended to correct the date of the Kentucky Derby.

**I. Managers' Report:**

N. Hoops reported the installation of the audio/visual equipment is complete and fully functional. Training for the system will be held for those who will be using the equipment. N. Hoops requested that no one touch the controls unless they are trained.

N. Hoops reported he is working on group pricing for air conditioning duct cleaning. The ducts will be cleaned with a machine that scrubs the ducts.

N. Hoops reported the dry vent cleaning will begin in July.

N. Hoops stated how important it is to provide the concierge with your vacation itinerary.

**II. Treasurers Report:**

**Reported by M. Skees**

March 2019:

Operating cash:	222,423
Reserve cash:	400,720
YTD revenue:	243,597
YTD expenses:	263,066
YTD net loss:	19,486 vs. a budgeted loss of 16,212.

**III. Finance Committee:**

M. Skees reported the Finance Committee thanked D. Macarthy for all his work, including serving as Chairman since 2010. The Building Committee did not have any new items for consideration.

**IV. Building and Grounds Committee:**

E. Gates reported that the audio/visual system works well and is visible throughout the Gathering Place. The usage procedures will involve training and written instruction. The Building Committee currently have no requests for funding.

**V. Activity Committee:**

J. Egenberg reported the Kentucky Derby on May 4<sup>th</sup> is sold out. An ice cream social will be scheduled for August. The committee is working on new ideas for events.

**VI. House Committee:**

A. Hocking reported the House Committee conducted their scheduled walkthrough and stated everything looks well taken care of. The House Committee is working on prices for items that they would like to include in the 2020 budget. The Gathering Place has been brightened, by removing the dark toppers on the tables. Please let the House Committee know if you have any suggestions.

**VII. Tower Trace LLC:**

E. Gates explained that the Members of the APM Board are appointed by TT LLC. At the TT LLC., meeting held May 15, term limits were established for APM LLC. The terms limits are 2 three-year terms, must take off one year before serving another term. The TT LLC., Board of Managers recommends that the Condominium Boards (AT and TP) also consider term limits for TT LLC, Board of Managers.

A motion was made by the TP Board of Directors to include in a future agenda the establishment of terms for TT LLC, which was seconded and approved unanimously.

**VIII. APM LLC.:**

J. Egenberg introduced and thanked C. Steinhouse for his many years of service on the APM Board of Managers. J. Egenberg gave a brief description of the functions of APM LLC. and listed the current Members.

**IX. Old Business:**

None

**X. New Business:**

None

Being no other business to discuss, the meeting adjourned at 10:31 am.

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B. Berman Secretary

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Dated

**Tower Pointe**  
**Board of Directors Meeting Minutes**  
**May 23, 2019**

Director Attendees: B. Berman, Secretary  
M. Skees, Treasurer  
D. Dick, Vice President

Directors absent: R. Timmerman, President  
S. Scheinberg, Special Projects

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

The meeting was called to order by D. Dick at 10:00 a.m. A quorum was established, and proof of notice given. The minutes of April 25, 2019 were unanimously approved.

**I. Managers' Report:**

N. Hoops reported the mulch has been installed and it came in under budget.

N. Hoops reported the three-day seal coating project is scheduled to begin on June 21<sup>st</sup>.  
Memorandums to follow.

N. Hoops reported that sidewalks repairs are underway.

N. Hoops reported at the July meeting we will have an insurance update and possible review of the audit.

**II. Treasurers Report:**

**Reported by M. Skees**

April 2019:

Operating cash:	376,343
Reserve cash:	467,609
YTD revenue:	478,895
YTD expenses:	345,967
YTD net income:	132,928

**III. Building and Grounds Committee:**

E. Gates reported that you may see the stairwell doors being opened for inspection.

E. Gates reported the new type of storm shutters were installed in unit 1002, the residents are happy with them so far.

E. Gates that reported that a small test area has been cleared (sod removed) behind garage B to determine what impact erosion will have on that area.

E. Gates reported the Building Committee discussed electrical vehicle charging.

E. Gates reported the Building Committee received a request to install a bird feeder behind the Towers. The request was tabled.

**IV. Finance Committee:**

M. Skees reported the first order of business was to appoint a vice chairman, that being B. Davisson.

M. Skees reported the year to date financials were reviewed.

**V. Activity Committee:**

J. Egenberg thanked everyone who attended the Kentucky Derby party and stated the new audio/visual equipment worked very nicely. The ice cream social will be scheduled for the end of August. The committee is looking into fall activities.

**VI. House Committee:**

B. Gianetti reported the House Committee reviewed the guest suites and everything looks well.

**VII. Tower Trace LLC:**

E. Gates reported the Real Estate activity is continuing and quite successful, although it is taking longer.

E. Gates reported there are several projects ongoing at the clubhouse such as new drop ceiling tiles, lighting and new kitchen equipment.

**VIII. APM LLC.:**

J. Egenberg reported on April 10<sup>th</sup>, S. Eck, Director of Nursing resigned. We are fortunate that S. Harvey will stand in as an interim DON. We are in the process of reviewing applicants.

D. Wilson introduced our new Certified Dietary Manager, Ethel Hubbard. E. Hubbard gave a briefing of her background and her responsibilities.

**IX. Old Business:**

None

**X. New Business:**

None

Being no other business to discuss, the meeting adjourned at 10:41 am.

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B. Berman Secretary

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Dated

**Tower Pointe**  
**Board of Directors Meeting Minutes**  
**July 25, 2019**

Director Attendees: B. Berman, Secretary  
M. Skees, Treasurer  
D. Dick, Vice President  
R. Timmerman, President  
S. Scheinberg, Special Projects

Also, Present: N. Hoops  
D. Simpson  
K. Cooney  
J. Hansen  
J. Hoops  
K. Cranston

The meeting was called to order by R. Timmerman at 10:00 a.m. A quorum was established, and proof of notice given. The minutes of May 23, 2019 were unanimously approved.

**I. Managers' Report:**

N. Hoops provided a back story on the large commercial ice machine in the Gathering Place kitchen; due to the loud noise it makes, the ice machine was moved into the back-kitchen area and has since stopped working. We are required to replace the ice machine and are got prices on a smaller commercial ice machine.

N. Hoops reported the 17<sup>th</sup> floor window treatments "sheers" are starting to show their age and the House Committee is looking into replacing them. The replacement sheers are estimated to cost approximately \$10,000 and will be included in the 2020 budget. The sheers from the hallways were cleaned in house and the best ones will be re-hung at the Top of the Pointe.

N. Hoops reported the new portable generator has been delivered and is too large to fit into the maintenance garage. A concrete pad will be poured to anchor the generator. We will be training our maintenance staff for operating the portable generator.

N. Hoops reported the seal coating is on schedule and the second coat started this week.

**II. Treasurers Report:**

**Reported by M. Skees**

June 2019:

Operating cash:	251,140
Reserve cash:	450,002
YTD revenue:	485,603
YTD expenses:	491,754

### **III. Building and Grounds Committee:**

E. Gates reported the discussions on improving the area behind the Tower has been tabled due to expense and lack of interest.

E. Gates reported the Building Committee discussed electrical vehicle charging.

### **IV. Finance Committee:**

M. Skees reported the Finance Committee met and year to date financials were reviewed. The Finance Committee met with representatives of Bouchard Insurance and reviewed the 2019-2020 insurance renewal. The Finance Committee recommends to the TP Board of Directors that they approve the Bouchard proposal in the amount of \$109,208.93. Flood coverage was tabled (\$26,000). The maximum annual windstorm deductible is \$2,008,694.

The Finance Committee requested that Bouchard conduct a risk assessment survey (no charge). The Finance Committee discussed changing the insurance renewal dates. Shopping for insurance during the hurricane season seems to be more costly. N. Hoops will be working on the details.

M. Skees reported the 2018 audit is under way. The Finance Committee ratified the engagement agreement with P. Moore and Company to prepare the TP 2018 audit at the cost of \$6,450. The Finance Committee also ratified the expense of \$250 to Rehman and Company for the 2018 TP tax return.

M. Skees reported the Finance Committee approved the expense to purchase a new smaller ice machine for the Gathering Place and recommends to the TP Board that they approve the reserve expense of \$1,777.04.

### **V. Activity Committee:**

J. Egenberg reported the Committee has been busy working on the ice cream social which is scheduled for August 18.

### **VI. House Committee:**

A. Hocking reported the House Committee has been working on cleaning the sheers for the Top of the Pointe. Window tinting is also an additional option.

### **VII. Tower Trace LLC:**

E. Gates reported the Arbor Glen kitchen area is being renovated to provide better service and hotter food. The ceiling upgrades on the first floor of the clubhouse are finished. We did encounter some air conditioning issues that were rectified.

The telephone system for the clubhouse is needing to be replaced and updated, prices are being gathered.

### **VIII. APM LLC.:**

J. Egenberg reported a new community management chart has been prepared and copies are on the desk as you enter/exit the Gathering Place if you would like one.

J. Egenberg reported on the new to go containers, coffee cups, etc. These containers will eliminate the need to return the china plates. The containers are microwavable and biodegradable.

J. Egenberg reported in an effort to reward our long-time employees and as an additional incentive to all, the paid time off accrual for employees who have worked here longer than 10 years, will accrue an additional five days.

**IX. Old Business:**

None

**X. New Business:**

Arbor Trace Realty - J. Hoops with Arbor Trace Realty introduced the sales team. K. Cranston, Sales Associate, J. Hansen, Broker/Sales Associate and Office Manager. M. Bromley is the office assistant. J. Hoops is also a Broker/Sales Associate and Director of Marketing.

Insurance renewal - A motion was made to approve the insurance renewal with Bouchard Insurance in the amount of \$109,208.93, which was seconded and approved unanimously.

Ice machine - A motion was made to purchase an ice machine from reserves in the amount of \$1,777.04, which was seconded and approved unanimously.

Being no other business to discuss, the meeting adjourned at 11:10 am.

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D. Simpson, Asst. Secretary

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Dated

**Tower Pointe  
Board of Directors Meeting Minutes  
September 26, 2019**

Director Attendees: B. Berman, Secretary  
M. Skees, Treasurer  
D. Dick, Vice President  
S. Scheinberg, Special Projects

Absent: R. Timmerman, President

Also, Present: N. Hoops  
D. Simpson

The meeting was called to order by D. Dick at 10:00 a.m. A quorum was established, and proof of notice given. The minutes of July 25, 2019 were unanimously approved.

**I. Managers' Report:**

N. Hoops reported he prepared the first “renderings” of the 2020 budget and the Finance Committee met and conferred.

N. Hoops reminded Residents, if they are not taking their walkers with them when they leave the building, to please leave their walkers at the side doors.

We are doing our best to keep contractors and caretakers out of the front parking areas.

N. Hoops reported the work on elevators 1 and 3 is set to start this week. Elevators 2 & 4 have been updated and these two elevators are connected to the generator. Memorandums to be posted.

**II. Treasurers Report:**

**Reported by M. Skees**

M. Skees reported that operating cash at the end of August was \$216,257. The reserve fund cash balance at the end of August was \$478,615, year to date net income was \$60,577. Year to date budget variance net income \$970.

**III. Building and Grounds Committee:**

P. Dohl reported the Building Committee spent quite a lot of time going over the 2020 “building” budget.

**IV. Finance Committee:**

M. Skees reported the Finance Committee met and year to date financials were reviewed.

M. Skees reported an insurance sub committee was formed to determine insurance needs. The subcommittee reported to the Finance Committee and requested that the 2020 budget include flood insurance. The Finance Committee requests that that the flood insurance be discussed at the next Board Meeting.

**V. Activity Committee:**

J. Egenberg reported the Activity Committee was able to donate to the Library Committee \$400 from the ice cream social event.

**VI. House Committee:**

A. Hocking reported the House Committee conducted their monthly building tour. The House Committee was not involved in the interior plant selections and have since requested to meet with the “plant” company to review and change the plants.

**VII. Tower Trace LLC:**

B. Chambers reported the real estate has ten listings in the community.

TT LLC., just approved \$20,000 for the repair of the pool coping as the rebar is starting to rust through and staining the pool. The rebar will be cut out, the area treated and recapped.

The Palm Court lanai in Arbor Glen did not drain properly and needed to be re-pitched so the water flows off the lanai. In addition, new cast aluminum furniture will replace the plastic wicker patio furniture that started to crumble.

The bus is receiving new graphics/lettering.

**VIII. APM LLC.:**

J. Egenberg explained Arbor Pointe Managements’ responsibilities. The words Senior Living Community will be added to the main entrance signage. We are working on the Arbor Glen service kitchen, new cabinets and countertops are ordered, with the project starting next week.

**IX. Old Business:**

None

**X. New Business:**

Guest suite lottery – The guest suite lottery drawing was held, two names were drawn, one for the north suite and one for the south suite. The lottery winners are S. Scheinberg and S. Powell.

Being no other business to discuss, the meeting adjourned at 10:31 am.

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D. Simpson, Asst. Secretary

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Dated

**Tower Pointe  
Board of Directors Meeting Minutes  
October 24, 2019**

Director Attendees: B. Berman, Secretary  
M. Skees, Treasurer  
D. Dick, Vice President  
S. Scheinberg, Special Projects  
R. Timmerman, President

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

The meeting was called to order by R. Timmerman at 10:00 a.m. A quorum was established, and proof of notice given. The minutes of September 26, 2019 were unanimously approved.

**I. Managers' Report:**

N. Hoops reported that he has been working on the 2020 budget and conferring with the TP Finance Committee. One of the items scheduled for 2020 that can be moved up to this year, is adding the library door to the fire system. This will allow the door to stay open (magnetically). Should the fire system trigger the magnetic locks, they will release the door which will automatically close.

N. Hoops reported the seasonal (red in color) flowers are scheduled to be planted in a couple of weeks. The preserve areas are being cleaned out, pine straw and mulch to follow. The clubhouse main entrance walkway is being re-painted. The AT midrise building walkways were also painted. The elevator work is scheduled to begin on 11/4.

**II. Treasurers Report:**

**Reported by M. Skees**

M. Skees reported that operating cash at the end of September was \$158,647. The reserve fund cash balance at the end of September was \$477,056, year to date net loss was \$10,529. Year to date budget variance net income \$990.

**III. Building and Grounds Committee:**

P. Dohl reported the Building Committee spent quite a lot of time going over the 2020 "building" budget. The irrigation water meter has been repaired. Fire pump parts need to be replaced at the cost of \$16,000.

**IV. Finance Committee:**

M. Skees reported the Finance Committee met and year to date financials were reviewed.

The Finance Committee discussed each line item of the draft 2020 budget. The final budget will be presented to the TP Board in November for their review and approval.

**V. Activity Committee:**

J. Egenberg reported the Activity Committee have nothing to report but will meet again in November. D. Dick suggested that the Activity Committee have a Board liaison, S. Scheinberg volunteered.

**VI. House Committee:**

B. Gianetti reported the House Committee met with the “plant” company to review and change the plants, either by relocating or replacing.

**VII. Tower Trace LLC:**

B. Chambers reported the TT Realty has eleven listings in the community, 3 at TP and 8 at AT. A new Director of Nursing has been hired and will start the first week of November.

**VIII. APM LLC.:**

J. Egenberg reported that the new Director of Nursing’s name is, Jamie Scherer.

J. Egenberg expressed how important it is to make reservations at the Colonnade Room.

**IX. Old Business:**

None

**X. New Business:**

Insurance subcommittee – A. Nielsen reported the committee spent quite a lot of time discussing and researching the need of purchasing flood insurance. The Subcommittee recommends that the TP Board approve the 2020 budget including the \$30,000 for flood insurance.

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

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D. Simpson, Asst. Secretary

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Dated

**Tower Pointe Condominium Inc.**  
**Board of Directors Meeting**  
**December 19, 2019**

Minutes of the Board of Directors Meeting of Tower Pointe Condominium Association, Inc., Naples, Florida held in the Gathering Place of Tower Pointe on December 19, 2019.

**I. Call to order**

Board Member Ron Timmerman called the meeting to order at 10:00 am

**II. Establish Quorum**

Director Attendees: Bennett Berman, Secretary  
Doug Dick, Vice President  
Shepard Scheinberg, Special Projects  
Marcy Skees, Treasurer  
Ron Timmerman, President

Also, Present: Nick Hoops  
Debra Simpson  
Dan Edenfield

**III. Approval of minutes of the Board of Directors Meeting held on November 21, 2019**

Motion by Marcy Skees, seconded by Bennett Berman to approve the minutes of the November 21, 2019 Board of Directors meeting, Motion carried unanimously.

**IV. Managers' Report**

Nick Hoops stated how important it is to inform your vendors/home health care workers to park in the contractor parking areas.

Nick Hoops explained the fire alarm that was accidentally set off by an air conditioning company last week, could not be silenced by staff. Only the fire department can verify that there was no emergency and silence the alarms. We have to alert the fire department and alarm company that the fire safety system is being tested.

Nick Hoops reported the new telephone system for the clubhouse requires TP to upgrade their Wi-Fi to be compatible with the new clubhouse telephone system. The TP Building Committee recommended that the TP Finance Committee recommend to the TP Board that they approve the amount of \$4,230 to IT Team Logic to be paid from reserves.

Nick Hoops stated the second notice for the January 23, 2020 annual meeting, will be mailed out on January 7, 2020.

## **V. Treasurers Report:**

Marcy Skees reported on the November 30, 2019 financials:

Operating cash	\$256,030.
Reserve cash	\$532,000.
Year to date net income	\$74,321.
Favorable to budget	\$4,474.

## **VI. Building and Grounds Committee**

Karen Sexton reported the Building committee continues to discuss the ongoing problems of getting parts for elevator three, due to the age of the elevator.

Karen Sexton reported the Building Committee recommended to the Finance Committee their approval and recommendation to the TP Board to approve \$4,569 to add the Top of the Pointe doors to the fire safety system to enable the doors to be left open.

## **VII. Finance Committee**

Marcy Skees reported the Finance Committee met on Tuesday of this week and the first item of business was the acceptance of David Macarthy's resignation, who is no longer a resident of Tower Pointe. We welcomed Karen Sexton as the new Building and Grounds Committee Chairperson. The Finance Committee expressed gratitude to David Macarthy for his contributions to this community.

Marcy Skees stated items reviewed with the Property Manager Nick Hoops, included the five-year service contract with Otis Elevator at the cost of \$33,000 annually. The contract covers the cost of service calls during regular business hours. The service contract does not include parts or non-business hour service calls. In 2017 we paid \$14,294 for parts/nonbusiness hour service calls, in 2018 we paid \$46,990 for parts/nonbusiness hour service calls, so far in 2019 we paid \$23,600 (as of November 30, 2019) for parts/nonbusiness hour service calls.

Marcy Skees reported the Finance Committee discussed Nick Hoops is acquiring three bids on painting the exterior of the building.

Marcy Skees reported two motions were brought from the TP Building Committee to the TP Finance Committee for their review, approval and to recommended to the TP Board their approval. The first motion was \$4,569 to Signature Fire and Security Company to add the Top of the Pointe doors to the fire safety system. The second motion was \$4,230 to IT Team Logic from reserves to upgrade the wi-fi on TP ground floor. The TP Finance Committee, therefore, recommends to the TP Board of Directors their approval on both motions.

Marcy Skees announced that she is stepping down as Chairperson of the TP Finance Committee. Marcy Skees proposed that Beverly Davisson Chair the Finance Committee. Marcy Skees made a motion that Beverly Davisson Chair the Finance Committee, which was seconded by R. Timmerman, motion carried unanimously.

Shepard Scheinberg made a motion to approve the Team Logic company proposal to upgrade the wi-fi for the Tower Pointe ground floor at a cost of \$4,230, which will be paid for out of reserves, seconded by Marcy Skees, motion carried unanimously.

Shepard Scheinberg made a motion to approve the Signature Fire and Security Company proposal to install two door holders on the 17<sup>th</sup> floor doors at a cost of \$4,569, which will be paid for out of reserves, seconded by Marcy Skees, motion carried unanimously.

**VIII. Activity Committee:**

Julie Egenberg reported the Thursday parties at the Top of the Pointe, which are held once a month, (first Thursday of each month) have been quite successful. A fun time was had by all at the December 5<sup>th</sup> cocktail party, approximately thirty residents were in attendance.

Julie Egenberg reported the white elephant party will be held on January 9, 2020.

**IX. House Committee:**

Bee Giannetti reported most of the House Committees efforts have been going through all the boxes and organizing the holiday decorations. The House Committee thanked the maintenance staff for all the heavy lifting.

**X. Tower Trace LLC:**

Bob Chambers reported TT met yesterday (December 18) and stated TT Realty had a slow year in sales. For instance, in 2018 there were 17 closings at TP, and for 2019 we have had 7 closings in TP.

Bob Chambers reported the 2020 TT Realty budget was reviewed and approved.

Bob Chambers reported the real estate office will be open on Sundays starting in January.

Bob Chambers reported Jodi Hansen and Jennifer Hoops will be co-brokers starting in January 2020.

The Board and audience thanked Bob Chambers for all of his years of service.

**XI. APM LLC.:**

John Egenberg reported APM worked on revising their bylaws among a few other things. Unfortunately, we have lost seven Arbor Glen residents within the last couple of months. The Arbor Glen census is down to 18 which also brings down income.

John Egenberg reported that APM LLC., spent \$265,000 for capital projects in 2019.

John Egenberg stated the question of “do men have to wear jackets in the dining room” is raised again. After a brief discussion, the APM Board of Managers voted unanimously to leave the dress code as published. Please make reservations.

John Egenberg reported the terms of Mary Coulson and David Macarthy will expire on the APM Board of Managers in April.

**XII. Old Business:**

None

**XIII. New Business:**

2020 TP Association Budget – Marcy Skees made a motion to approve the 2020 TP Association Budget as presented and distributed, Shepard Scheinberg seconded, motion carried unanimously.

2020 APM Management Agreement – Marcy Skees made a motion to approve the 2020 APM Management Agreement, Shepard Scheinberg seconded, motion carried unanimously.

Appointment of TT LLC., Manager

Shepard Scheinberg made a motion to appoint Bill Fischer to represent TP on the TT LLC., Board of Managers, Marcy Skees seconded, motion carried unanimously.

Marcy Skees made a motion to request that APM LLC., produce an affidavit stating that proper notice and record keeping of the Tower Pointe Condominium Association Inc., are governed by the Articles of Incorporation, Shepard Scheinberg seconded, motion carried unanimously.

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

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Debra Simpson, Asst. Secretary

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Dated