

Tower Pointe Condominium Inc.
Board of Directors Meeting
April 29, 2021
10:00 am

Minutes of a Meeting held on April 29, 2021 of the Board of Directors of Tower Pointe Condominium Association, Inc., Naples, Florida, held in Gathering Place.

I. Call to order

Board President J. Stone called the meeting to order at 10:00 am

II. Establish Quorum

Director Attendees: Jerry Stone, President
Beverly Davisson, Vice President
Marcy Skees, Treasurer
Don Scott, Secretary

Director absent: Andy McWethy, Director

Also, Present: Nick Hoops, Condominium Manager
Debra Simpson, Assistant Secretary
Jennifer Whitten, Videographer

III. Approval of minutes

A motion to approve the minutes of the Board of Directors meeting held on March 25, 2021 was made, seconded, motion carried unanimously.

IV. Treasurers report

M. Skees reported on the March 2021 financials:
Note: Rounded to the nearest 1,000

Operating cash	\$193,000
Reserve cash	\$722,000
Year to date revenue	\$269,000
Year to date expenses	\$273,000
Year to net income - negative	\$4,000
Favorable to budget	\$29,000

V. Finance Committee report

B. Davisson reported on the guest suite rentals; the month of April income from the March bookings is budgeted at \$1,839 with bookings totaling \$4,390, for May the budgeted income is \$1,839 with bookings totaling \$4,413 and for June the budgeted income is \$1,226 with bookings totaling \$1,882.

B. Davisson reported the premium for the flood insurance was less than we budgeted. We will not be able to get a cost for property insurance until July.

The Finance Committee recommends the TP Board approve an expenditure of \$6,950 for the 2020 TP audit to be conducted by More and Company. A motion was made, seconded, and approved unanimously.

The Finance Committee recommends the TP Board approve an expenditure of \$9,613.66 for a three year contract with Foliage Design System for installing, removing and storage of outdoor Christmas lighting and decorations to be paid one third per year. A motion was made, seconded, and approved unanimously.

VI. Building and Grounds report

K. Sexton reported the committee reluctantly accepted the resignation of P. Dohl who is moving out of the community. K. Sexton noted all the different roles he has filled over the years and thanked him for his contributions.

Painting project update - The painting project is on schedule and should be completed by the end of May. A memorandum will be sent out regarding the lanai slider painting to include all the details residents need before signing up and clarification regarding what will be included in the \$125/panel.

Window cleaning – The window cleaning schedule will be determined once we know the date that the painting project will be completed. We have been told that it does not take a long lead time to schedule the window cleaning.

Landscaping - K. Sexton reported the landscape subcommittee took part in a walk-around with a master gardener to gain insight into the kinds of plants best suited for the areas where new planting will go.

K. Sexton reported the landscape committee accepted an offer from V. Patterson and L. Stiles to establish a butterfly garden outside the north end of the Gathering Place, using the footprint of the bed already there.

VII. Activity Committee

J. Grunewald reported that TP had its first social event since COVID, a Resident cocktail party limited to 30 people. Unfortunately, five to six of those who signed up did not attend the event leaving those on the wait list without an opportunity to attend. The next cocktail party is Thursday, May 5th, and will held the first Thursday of each month. Please sign-up in the mail room as there is a 30-person limit. If for some reason you are not able to attend, please remove your name from the reserved list or call the concierge. Bring what you would like to drink and eat. At this time, we will not be sharing any food or drink.

VIII. Design Team report

M. Fischer stated that P. Dohl, along with B. Wilson and herself, was also part of the Design Review Team, we are grateful for all his service.

M. Fischer provided an overview and a power point presentation. Wegman Design Team will be attending the Board meeting in May to present the actual design. Wegman Design would like to create a nature inspired design based on the preferences of the resident survey. In addition to using the resident survey we also used the guidelines from the American Disabilities Act and the Facilities Guideline Institute Standards that is based on research mostly appropriate for the greatest number of people. Our objectives are functionality, structure, wellness, safety, and health. A timeless design that is budget friendly.

IX. Tower Trace report

Tower Trace Realty – D. Dick reported that Tower Trace Realty has had 10 listings so far this year. At this same time in 2020 there were 7 closing and 2019 there were 8 closings. Tower Trace Realty has 9 listings; 5 in AT and 4 in TP. There are 3 listings with outside realtors. Please consider using Tower Trace Realty when it comes time to sell your unit because any profit goes back into our community.

Tower Trace – D. Dick piggybacked on the report from W. Fischer at last month's meeting, stating TT LLC., uses the income received from two sources, rental income, and real estate commissions from Tower Trace Realty. There is also a capital assessment income which comes from the \$50 that we pay each month to APM which goes directly to TT LLC., for capital reserve items and the general appearance of the clubhouse. This month TT LLC., purchased beauty salon furniture, a dining room cabinet, clubhouse air conditioning improvements and a computer program for food service.

D. Dick reported that a committee was formed between AT and TP to work with TT to identify and suggest landscape improvements in the area around the Clubhouse. We are researching landscaping design firms.

D. Dick reported TT LLC is looking forward to the new appointee to replace E. Gates on the APM Board of Managers.

X. Managers' Report

N. Hoops stated that a memorandum will be coming to refresh and/or inform new Residents of the fire safety system and how the system interacts with the building in the event of a real emergency or false alarm, the causes of false alarms and what that means to you as a Resident responding to that system.

There are three major components of the fire safety system: sprinkler system, smoke detection system and fire alarm/dialer system.

When we know that there is a potential for a false alarm or there are renovations/remodels, we have the contractors cover the smoke detectors to make sure that they do not get broken or set off. We have a way of putting the system on test which prevents the fire department from being called and allows us to turn off the alarms, notifications, and blinking lights to a certain extent. We do not always know when those are, we may have contractors that are working and do not have a request to modify or do more work than intended. Dust from construction work, vacuum cleaners, aerosols, paint fumes, etc., can trigger the smoke alarms, even a plumber soldering a pipe. The most recent event was when movers accidentally bumped an emergency pull cord station as they were moving furniture. Much like smoke detectors those pull stations are very sensitive.

At the time of the recent fire alarm, we were not on test and the system was not silenced. The alarms went off, the fire department was called, and they were late to respond because it was a pull cord alarm. We had to visually see that no one was injured or there was not a real emergency. When the alarm goes off, we must wait by law for the fire department.

N. Hoops reported the list of a residents who would need assistance to exit the building during a fire is maintained on an on-going basis. Please make sure to be added to the list of residents who need assistance, even if the assistance would be on a temporary basis. This list is kept in the emergency fire room.

N. Hoops reported that 34 residences signed up to have their units checked for moisture. The cost was \$35 per unit will be billed to each resident. We had hoped more residents would have signed up. N. Hoops stated out of the 34 units checked, moisture was detected in 11 of the units, very minor leaks that could become big leaks. At the April Board meeting the Board approved for this year (2021) only, the expenditure of \$4,200 (\$35 per unit) to conduct moisture in all residential units later this year.

N. Hoops spoke on the water detection system; four additional residences had water detection systems installed in their homes at the approximate cost of \$3,000-\$3,500. Bringing the total to five residences in total along with the system installed on the 17th floor. We have had two leaks detected on 17th floor, which automatically shut off the water. One of the four residences that had the system installed had an alert the very first night of installation due to a toilet overflowing.

XII. Old business

None

XIII. New business

A motion was made to appoint Julie Egenberg to position of a manager for the Tower Trace Board finishing the term of E. Gates, the motion was seconded and approved unanimously.

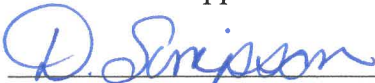
B. Davisson reported that the Men's Coffee Group will be resuming on Monday, May 10th at 9am here in the Gathering Place.

The Board discussed the number of people attending events, masks still required upon entering the building, a motion was made to remove the limit of people gathering anywhere at TP, the motion was seconded and approved unanimously.

J. Stone reminded everyone who will be leaving their residences for more than two weeks, to fill out their itinerary with the concierge and have the water turned off.

D. Scott stated that he must resign from the Board leaving the Secretary position open. Don was thanked for his service and the Board wished him well.

A motion was made for the Board to adjourn the meeting for a townhall discussion, the motion was seconded and approved unanimously, the meeting adjourned at 11:20 am.



D. Simpson, Assistant Secretary