

Tower Pointe Condominium Inc.
Board of Directors Meeting
December 17, 2020
10:00 am

Minutes of a Meeting held on December 17, 2020 of the Board of Directors of Tower Pointe Condominium Association, Inc., Naples, Florida, held in Gathering Place.

I. Call to order

Board President A. Nielsen called the meeting to order at 10:00 am and announced that the Gathering Place (as well as the rest of the common areas) have been sanitized and fogged with a disinfectant machine.

II. Establish Quorum

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

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

III. Approval of minutes of November 19, 2020

A motion to approve the minutes of the Board of Directors meeting held on November 19, 2020 was made, seconded, motion carried unanimously.

IV. Treasurers report

M. Skees reported on the November 2020 financials:

Note: Rounded to the nearest 1,000

Operating cash	\$250,000
Reserve cash	\$771,000
Year to date revenue	\$1,017,000
Year to date expenses	\$932,000
Year to net income	\$84,279
Favorable to budget	\$8,200

V. **Finance Committee report**

B. Davisson stated, although we are down in income by \$14,390, expenses are also down. We are particularly down in generator maintenance because of a scheduled generator test that was not conducted as it was not necessary. The ground maintenance expenses were also down, although they made up a lot of their expenses this month, they are down due to the postponement of projects until after the painting project has been completed. We will end the year in a positive note. Regarding the guest suite rentals, there were a few days rented at the first of December, but the remaining reservations for December were all cancelled due to COVID. At the present time, we have four days reserved for January (if the guest suites are open) with another possible two reservations. We did finally receive our completed 2019 audit report, audit went fine. Copies of the 2019 audit be going out to the Finance Committee and anyone else who requests to have a copy.

B. Davisson made a motion to approve (as recommended by the Finance Committee) the expenditure of \$3,000 for Johnson and Johnson of Simplex to rework, rewire, replace bearing gaskets and paint our fire pump, this expenditure replaces the \$16,500 cost to replace the pump which also would have required us to replace the motor with a stronger one plus a new controller at an even higher expense, the motion was seconded and approved unanimously.

VI. **Building and Grounds report**

K. Sexton reported the Building and Grounds Committee did meet this week. It was reported that Simplex confirmed that the fire codes have changed for fire systems; a new fire pump would necessitate a whole new fire system. We are anticipating that this will allow us time, four to five years to budget for a new fire system.

K. Sexton reported the ladders/roofers that may be visible on the roof today is Crowther Roofing who are here investigating the loose north elevator shaft fascia that has started to pull away. They are removing some sections of the metal roof tile above the area to investigate and determine the best way to secure the roof fascia until the metal roof gets replaced in four to five years.

K. Sexton reported the removal of additional bushes in preparation for painting has begun, some will be replaced where appropriate, after the painting project has been completed. At the first of the year we will be conducting a total water sprinkler check for coverage and make any needed repairs and adjustments. There are several areas of dead (yellow) grass patches behind the Tower.

K. Sexton reported a tentative schedule (second week in January) has been set with the University of Florida Extension Service for an on-site meeting with several master gardeners to evaluate and recommend landscaping updates and changes throughout the Arbor Trace Community. The goal is to preserve water and have more Florida friendly plantings.

The committee continued discussions regarding burying the power lines along the north drive. N. Hoops will be contacting someone with higher authority at FPL to inquire about burying the power lines. FPL should be made aware that we have an assisted living facility onsite requiring continuous power. Some discussion was had on how to proceed if FPL denies the request.

K. Sexton reported a memorandum will be forthcoming to remind residents that there is list of residents with “special needs” that is maintained in the fire control room for use by the North Naples Fire Department. This list includes the names and locations of residents with mobility problems and alerts fire rescuers to those residents who may not be able to evacuate.

K. Sexton reported the Building Committee will be reviewing a draft of the household appliance memorandum that will be sent to the unit owners identifying manufacturers; recommended life expectancy for household appliances.

VII. Activity Committee

B. Wilson reported due to COVID we can't have our customary January white elephant party (our best party of the year), the February football party is also questionable. We will keep everyone informed.

VIII. House Committee report

A. Hocking reported that today there are two designers here from Baers will be here to present their plan for the lobby renovation. The House Committee hopes that everyone loves the plan as much as they do.

IX. Tower Trace Report

Tower Trace Realty – W. Fischer reported on the TT accomplishments for the year 2020. We have done extremely well in real estate sales; this year 17 units were sold within the entire community. In 2019 (no COVID restrictions) 15 units were sold, meaning we did better this year than we did last year. TT spent just over \$100,000 for replacements and repairs this year. Just recently, one recent fire inspection resulted in several fire doors that needed adjustment, costing roughly \$3,000.

Our expectations for 2021 – we are starting the year with four scheduled real estate closings, three in January and one in February. In terms of what is currently on the market in our community, there are 12 units for sale; 9 units are listed with TT Realty and 3 units are listed with outside realtors. Out of those 12 units, 4 are listed in AT and 8 are listed in TP.

In terms of anticipated expenditures for the coming year, \$75,000 has been budgeted for replacements. However, we will not replace anything that does not need to be replaced. In addition to those expected expenditures, there is no way of telling from time to time what may need our attention. Lastly, one of our members, V. Dill will be transitioning from her position as a Manager and will continue as an ex-officio Treasurer. In order to fill V. Dills' upcoming vacancy, our TP Board will soon be appointing a replacement.

W. Fischer stated that on behalf your TT Representatives, V. Dill, E. Gates and me, we wish everyone happy holidays and we look forward to the next year, hoping it is a happier and healthy year for all of us.

X. Managers' Report

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

N. Hoops reported the south roof access door has been replaced (yet to be painted) and repair work was done on the north door.

N. Hoops reported on the painting project and stated the staging equipment is beginning to arrive onsite and will be delivered by multiple vendors throughout the week. Prior to and during the painting project, memos will be distributed to all residents to keep everyone informed with necessary information and updates.

N. Hoops reported the water detection system that was installed on the 17th floor has officially detected a second leak. The leak was found in the kitchen from the connection to the garbage disposal line. This system has been working.

N. Hoops stated that the second notice for the annual meeting will be mailed within the coming weeks, and will include all necessary voting information.

XI. Old business

None

XII. New business

2021 TP Association Budget – A motion was made to approve the 2021 TP Association Budget as presented and recommended by the TP Finance Committee, the motion was seconded and approved unanimously.

2021 APM Management Agreement - A. Nielsen stated each year TP enters into a management agreement with APM, to reimburse APM for the services and payroll expenses that are associated with the personnel assigned to TP. A motion was made to approve the 2021 APM Management Agreement, which was seconded and unanimously approved.

2021 Appointment of TT LLC., Manager – A. Nielsen reported that V. Dill has requested to step down as a TT Manager and thanked her for her work on the many Boards and Committees. A motion was made to appoint D. Dick to represent TP on the TT LLC., Board of Managers, the motion was seconded and unanimously approved.

2021 Board and Committees Meeting Schedule - A motion was made to approve the Board and Committees meeting schedule for 2021, which was seconded and approved unanimously. There are no meetings scheduled for June and August, unless business dictates otherwise.

Initial presentation of proposed lobby renovation – Representatives from Baers presented their initial plan and ideas for the renovation of the lobby.

A motion was made for the Board to adjourn and open the meeting for a townhall discussion, the motion was seconded and approved unanimously, the meeting adjourned at 11:23 am.


Don Scott, Secretary

1/18/20
Dated