

**Tower Pointe Condominium Inc.**  
**Board of Directors Meeting**  
**March 25, 2021**  
**10:00 am**

Minutes of a Meeting held on March 25, 2021 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

**II. Establish Quorum**

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

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 February 25, 2021 was made, seconded, motion carried unanimously.

**IV. Treasurers report**

M. Skees reported on the February 2021 financials:

Note: Rounded to the nearest 1,000

Operating cash	\$254,000
Reserve cash	\$768,000
Year to date revenue	\$267,000
Year to date expenses	\$198,000
Year to net income	\$69,000
Favorable to budget	\$20,000

**V. Finance Committee report**

B. Davisson reported guest suite rentals for the month of March, 11 nights were booked, and for April we have 28 bookings and stated income is looking up – this will show up in our April financials. Currently our Operating expenses are running below budgeted levels for Grounds, and some Repairs and Expenses, but are expected to even out by year end.

For our audit of 2020, More and Company has been hired and will be performing the audit for all entities here at Arbor Trace.

The Finance Committee recommended that the TP Board approve an expenditure of \$3,778 to Crowther to replace worn and noisy air conditioner condenser springs and pads on the roof. A motion was made to approve the recommendation, seconded, and approved unanimously.

The Finance Committee recommended that the TP Board approve moisture checks in all residential units, at a cost of \$4,200 (\$35 per unit) for 2021; A motion was made to approve this recommendation, seconded, and approved unanimously.

**VI. Building and Grounds report**

K. Sexton reported the painting project is a little bit ahead of schedule. The painting on the North side lanais has been completed and we are hoping for the South side lanais be completed next week. A huge shout out of thanks to the painters, maintenance staff and Residents The slider frames will be painted at the owner's expense. A memo will be forthcoming with detailed information and this work will be done at the end of the project.

The finish roof coating has been completed. Broken roof drains have been replaced and minor repairs to drain covers. Everything is in good shape for the roof until it is scheduled to be replaced.

K. Sexton reported the landscape projects are continuing. The landscape sub-committee is in process of establishing the number and types of plants to purchase for those areas that have been cleared.

K. Sexton reported the representatives from TP and AT continue to work on joint projects as well as recommendations to TT for areas surrounding the clubhouse.

**VII. Activity Committee**

J. Egenberg stated due to COVID, APM decided not to have the Kentucky Derby Party as it would be too large of a gathering. The Activity Committee did not meet, however when we are able to have more than 10 people gather, we will meet and start scheduling.

**VIII. House Committee report**

A. Nielsen reported that the House Committee at this time does not have a report.

## **IX. Design Committee**

M. Fischer stated that the Design Committee (M. Fischer, B. Wilson, and P. Dohl) have met twice with Wegman Design Team. At the first meeting we provided Wegman with the results from the Resident Survey and reviewed them. We toured the grounds and building, they took pictures of the lobby, outside of the building and the view from the 17<sup>th</sup> floor. We also reviewed our objectives which is functional, timely and a budget friendly design. At the second meeting Wegman did a power point presentation showing us schematic drawings of some of the functional areas. The functional drawings were specifically for a workstation reception desk that will be in the lobby across from the current desk area. The desk area that now exists will become a temporary containment area for packages. On the south side of the lobby would be a waiting/sitting area.

Wegman Design would like to create a nature inspired design based on the preferences of the resident survey. Eighty five percent of the residents stated on the survey, they would like the design to be light and calming, subdued, and using cool tones. The survey has been posted in the mailroom. The Design Committee are very committed to following the guiding principles per the resident survey.

## **X. Tower Trace report**

Tower Trace – W. Fischer provided a brief explanation on Tower Trace a Limited Liability Company. TT LLC., is jointly owned by the two condo associations. The sole purpose of TT LLC., is to maintain the clubhouse and common areas surrounding the clubhouse, using the income received from two sources, rental income, and real estate commissions from our inhouse Real Estate Office. Please consider using Tower Trace Realty when it comes time to sale your unit.

One small expenditure (a sprinkler head relocation). We recently allocated \$3,000 to help refurbish the beauty salon. Four new black leather chairs, 2 stylist chairs and 1 stylist table are planned. We will be replacing all of the beds in Arbor Glen throughout the year.

W. Fischer reported that B. Nielsen resigned from the APM Board of Managers. E. Gates resigned from TT to replace B. Nielsen on the APM Board. TP will now need to appoint a replacement to TT. V. Dill has resigned from TT as the Ex-Officio Treasurer. H. Gower from AT is the new Treasurer of TT.

Tower Trace Realty – W. Fischer reported currently there are 8 units for sale in this community. Tower Trace has 5 of those listings, 3 listings in AT and 2 listings in TP. Outside agencies have 3 listings, 1 at AT and 2 at TP. So far, this year have scheduled 10 closings to date. A very good start to the year.

## **XI. Managers' Report**

N. Hoops reported the roof project has been completed, the north elevator fascia work is done.

The next quarterly inspection of our common areas for moisture detection is going to be the second week of April. April 8th is the day scheduled for individual units. If you would like to sign up for an individual inspection, at the cost of \$35 per unit, please see the concierge for sign up. Our staff will be available to accompany the “inspectors” if you will not be home.

The dryer vent cleaning that was budgeted and scheduled for March, has been pushed back until we are done painting the lanais. N. Hoops stated that the sole reason for the association paying for the dryer vent cleaning is for fire safety, not dryer performance.

As mentioned before, the window washing will be completed after painting project is completed. Look for upcoming memos on the painting schedule.

N. Hoops reported on the presentation on the water detection system for individual units. Out of 10 residents that attended the presentation, 3 received proposals. We have 2 of the proposals signed and we are waiting on the 3<sup>rd</sup>. Another presentation will be scheduled later in the year.

**XII. Old business**

None

**XIII. New business**

A. Nielsen reported that the Board is working on attendance guidelines for the gym, Gathering Place, Top of the Pointe, etc.


A. Nielsen reported that he is resigning from the TP Board and this will be his last meeting. A. Nielsen stated that he and his wife have decided to move back to Pelican Bay. He thanked the Board and staff for their support.

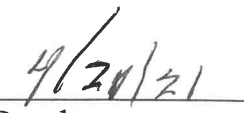
At this time B. Davisson thanked both Art and Barbara Nielsen for their many contributions on the different boards and committees. We wish them happiness at their new home.

A motion was made to nominate J. Stone as President, the motion was seconded and approved unanimously. A motion was made to nominate B. Davisson as Vice President, the motion was seconded and approved unanimously. A motion was made to nominate A. McWethy to finish the unexpired term on the Board, the motion was seconded and approved unanimously.

A. McWethy was invited to join the Board, at which time, he provided a brief background.

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 11:10 am.

  
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Doris Scott, Secretary

  
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Dated