

Tower Pointe Condominium Inc.
Board of Directors Meeting
February 27, 2020

Minutes of the Board of Directors Meeting of Tower Pointe Condominium Association, Inc., Naples, Florida held in the Gathering Place of Tower Pointe on February 27, 2020.

I. Call to order

Board Member Shepard Scheinberg called the meeting to order at 10:00 am

II. Establish Quorum

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

Also, Present: Nick Hoops
Debra Simpson
Dan Edenfield
Kevin Cooney

III. Approval of minutes of the Board of Directors Meetings and Organizational Meeting

Marcy Skees made a motion to approve the minutes of the TP Board of Directors meeting held on December 19, 2019, seconded by Don Scott, motion carried unanimously.

Marcy Skees made a motion to approve the minutes of the TP Organizational meeting held on January 23, 2020, seconded by Art Nielsen, motion carried unanimously.

Marcy Skees made a motion to approve the minutes of the TP Board of Directors emergency meeting held on January 6th, 2020, seconded by Art Nielsen, motion carried unanimously.

IV. Managers' Report

Nick Hoops reported once a year, our maintenance staff will change all air conditioning filters in both the residential units and the common areas. This work has recently been completed except for a few units that require a different size filter, which have been ordered. Additionally, Crowther Air, under an annual contract will change the filters again, typically in the summer months, they will indicate the date on your unit the work was done. Nick Hoops stated maintenance would be happy to change your filters more often you provide the filters, or we can purchase the filters and bill you.

Nick Hoops reported a three-stage lake aerator/bubbler system has been placed in the lake and will run intermittently on a timer to avoid over oxygenation. Once the rain starts, then the system will run 24 hours a day.

Nick Hoops reported behind the scenes painting preparation is being conducted, such as visually inspecting each lanai for any problems.

N. Hoops reported that they are addressing stairwell door and ventilation issues.

V. Treasurers Report:

Marcy Skees reported on the January 31, 2020 financials:

Operating cash	\$341,991.
Reserve cash	\$572,198.
Year to date revenue	\$251,593.
Year to date expenses	\$109,767.
Year to net income	\$141,826.
Year to date budgeted income	\$137,446.
Favorable to budget	\$4,480.

VI. Building and Grounds Committee

Karen Sexton expressed appreciation for Paul Dohl co-chairing the committee for many years and for staying on the committee.

Karen Sexton reported in January, the Building Committee met with Otis Elevator and revised a no cost change contract which was submitted to the Finance Committee for their approval and recommendation to the TP Board. Elevators three and four are pending repairs, every effort is being made to pressure Otis Elevator at our monthly meetings with them (Otis) in order to get this corrected. Elevator one has intermittently door closure/opening problems.

Karen Sexton reported in January, the committee approved a seven-year paint schedule vs. a ten-year paint schedule, based on the best engineering practices and our own experience, reports and studies. The committee reviewed painting bids from three different companies and recommended to the TP Finance Committee that they recommend to the TP Board to approve the Al Porter paint contract.

Karen Sexton reported the Committee reviewed and approved the TP Building and Grounds Committee responsibilities, which was submitted to the TP Board for approval.

Karen Sexton reported we now have wi-fi across the ground floor.

Karen Sexton reported a landscape subcommittee was formed and a meeting will be scheduled in March. If anyone is interested in serving on this subcommittee, please let me know.

VII. Finance Committee

Beverly Davisson reported the Finance Committee recommends to the TP Board that they approve the revised elevator contract with Otis Elevator.

Beverly Davisson reported the Finance Committee recommends to the TP Board that they approve the Financial Committee Responsibilities as submitted.

Beverly Davisson reported the Finance Committee recommends to the Board that they approve the Al Porter painting bid at a cost of \$214,174 (without color change), or \$233,566 (with a color change) to include the building, garages, lanais, and tennis pavilion, plus any unanticipated repairs billed on a time and materials basis. Our budget is \$309,107.

Beverly Davisson reported the Finance Committee recommends that the Board approve the purchase of a defibrillator to be located in the reception area, not to exceed \$2,000.

Beverly Davisson reported the Finance Committee requests the Board to approve the signatures of Marcy O'Meara Skees and Doug Dick on the 2019 Audit Contract.

Beverly Davisson reported in addition to recommending motions for Board approval, the Finance Committee studied our reserve budget going out ten years. During this period per the recommendations of the Engineering Study done in 2019, we are accumulating money for some very large expenditures; a new roof and perhaps replacing all four of our elevators since they may be reaching the end of their anticipated life.

Beverly Davisson reported there are other projects also in the Engineering study such as the renewal or renovation of our lobby area plus any needed furniture replacements in this area or on the 17th floor.

VIII. Activity Committee:

Carolyn Boyden reported our monthly cocktail party is March 5th on the 17th floor. Please sign up and indicate what you will be bringing (appetizers, dessert, etc.) to the cocktail party.

IX. House Committee:

Ann Hocking reported the House Committee conducted their monthly walk through and common area inspections. The House Committee has received three bids to design our foyer. We have requested the lowest bidder to prepare a plan for us, which will be presented to the Board for approval in March and work to be done in 2021.

X. Tower Trace LLC:

Earle Gates reported there are two units for sale in the Tower and twelve units for sale at Arbor Trace. There are five sales pending at TP and two sales pending at Arbor Trace.

Earle Gates reported the Broker of record of TT Realty is Jennifer Hoops.

Earle Gates reported that there have been three major expenditures so far this year, chairs for the Arbor Glen dining room and Bingo table, a new golf cart for sales and a working water meter for the clubhouse.

Earle Gates reported one of the duties of the TT LLC., Board is to appoint members to the APM LLC., Board.

Earle Gates reminded everyone of the upcoming annual joint meeting of TT LLC. and APM LLC., to be held here in the Gathering Place on March 25th at 10 am.

XI. APM LLC.:

John Egenberg reported the Arbor Glen census is at 23. John Egenberg reported the TP appointee to the APM board is; Barbara Nielsen.

XII. Old Business:

None

XIII. New Business:

Appointment of a new Director to complete the term of Ron Timmerman – Art Nielsen made a motion to appoint Beverly Davisson to complete the remaining term of Ron Timmerman, Marcy Skees seconded, motion carried unanimously. Beverly Davisson joined the Board at this time.

Appointment of committee liaisons – Shepard Scheinberg reported the liaison for the Activities Committee is Marcy Skees, the liaison for the Building and Grounds Committee is Don Scott, the liaison for the Finance Committee is Marcy Skees, the insurance sub-committee is liaison is Art Nielsen, the liaison for the House Committee is Don Scott, the Library, Movie and Book Club liaison is Art Nielsen.

Adoptions of the duties and responsibilities of committees – Shepard Scheinberg reported that each committee has provided the Board with their duties and responsibilities regarding their committees. Marcy Skees made a motion to accept the committees’ responsibilities as presented, Beverly Davisson seconded, motion carried unanimously. These duties and responsibilities of committees will be posted, and all comments/suggestions will be revisited at the next Board meeting.

House Committee – fitness center – The House Committee provided their report on the condition of the fitness center regarding cleaning.

Painting Contractor selection – As recommended by the TP Building and TP Finance Committees, Art Nielsen made a motion to accept the bid of Al Porter based upon a flexible work schedule with either: a) no color change to paint the tower, garages, carports and tennis pavilion at a base cost of \$214,174 or b) color change the existing colors to match the colors of the clubhouse, midrise buildings, garages and carports of Arbor Trace base cost of \$233,566, (an additional cost of \$19,392) subject to the outcome of a vote of the residents, Marcy Skees seconded, motion carried unanimously. The amount budgeted in our reserves is \$309,107, with no color change, there would be a savings of \$94,933, with a color change there would be savings of \$75,541.

Paint color choice – After much discussion, Marcy Skees made a motion to submit to the residents the question “Do you agree to the color change to paint the tower, garages, carports and tennis pavilion to match colors of the clubhouse, midrise buildings, garages and carports of Arbor Trace at an additional cost of \$19,392, seconded by Art Nielsen, motion carried unanimously.

Retention of Attorney – The Board discussed retaining an attorney for clarification regarding the required percentage of the total voting unit owners needed for any material alterations. Beverly Davisson made a motion to retain the services of an Attorney to give TP their opinion as to what is required in connection with a major change in our condominium, seconded by Marcy Skees, motion carried unanimously.

Directions to the Building and House Committees – Marcy Skees made a motion to approve direction to the House Committee to investigate and recommend improvements including cost to the lobby, concierge area and ground floor of the Tower. In the event any of same come under the purview of the Building Committee, it shall also confer with the House Committee, Art Nielson seconded, motion carried unanimously.

Otis Elevator contract addendum – As recommended by the TP Building and TP Finance Committees, Beverly Davisson made a motion to approve the Otis Elevator contract addendum, seconded by Art Nielsen, motion carried unanimously.

Purchase of a defibrillator – As recommended by the TP Finance Committee, Marcy Skees made a motion to approve the purchase of a defibrillator not to exceed \$2,000, seconded by Beverly Davisson, motion carried.

2019 Audit – Marcy Skees made a motion to approve 2019 audit agreement, seconded by Art Nielsen, motion carried unanimously.

Homeowners insurance loss assessment clause - Bill Fischer provided the Board and Members information on the loss assessment clause in your homeowner’s policies. In all homeowner policies, as required by law, there is a loss assessment clause. Should your condominium association ever impose an assessment, your homeowner’s policy will reimburse up to \$2,000, after your deductible has been met.

Being no other business to discuss, the meeting adjourned at 11:42 am.

Don Scott, Secretary

Dated