

**Tower Pointe  
Board of Directors Meeting Minutes  
October 25, 2018**

Director Attendees: B. Berman, Director  
D. Dick, Vice President  
F. Duane, Secretary  
D. Wilson, President

Director Absent: R. Timmerman, Treasurer

Also, Present: N. Hoops  
D. Simpson

The meeting was called to order by D. Wilson at 10:00 a.m. A quorum was established and proof of notice given. The minutes of September 27, 2018 were unanimously approved.

**I. Managers' Report:**

Reported by N. Hoops

Regarding work orders, N. Hoops stated to please keep in mind when you have a work order, that you may need to be flexible on the timing.

The window washing will begin middle to late November. Memos to follow.

The 10-year roof coating is receiving a few touchups (under warranty).

N. Hoops reminded everyone to please shut off the water to your unit if you plan on going out of town, please let maintenance know so they can turn off the water to your unit. Should you have an overflow of water, please alert the maintenance staff so they can make sure that the unit below you did not get damaged.

**II. Treasurers Report:**

E. Gates reported that operating cash at the end of September was \$203,000. The reserve fund cash balance at the end of September was \$362,000, year to date income was \$693,000, year to date budget \$688,000

**III. Building and Grounds Committee:**

E. Gates reported on the water usage issues and stated he has business under new business.

**IV. Finance Committee:**

D. Macarthy reported the Finance Committee met, no quorum and no official business.

**V. Activity Committee:**

C. Boyden reported the next event will be the white elephant exchange on January 10, 2019. Bring a wrapped gift. B. Berman will be the MC.

**VI. House Committee:**

B. Giannetti reported the House Committee will soon be working on the Christmas decorating and will be looking into the purchase of a new unlighted wreath for the library and a new tree for the lobby, similar to the one purchased last year for the Tower.

**VII. Tower Trace LLC:**

B. Chambers reported Tower Trace is working on a lot of projects at this time. They reviewed and approved their 2019 budget.

**VIII. Old Business:**

None

**IX. New Business:**

D. Wilson made a motion to revise the language in the rules and regulations regarding the removal of existing flooring to include; all materials must be removed using an electric walk behind or ride on mechanical floor scraper. Pneumatic or electric vibrating chisels are not permitted without prior approval by the Association, which was seconded and approved unanimously.

D. Wilson made a motion as follows: Unit owners who desire to install hard-surface floor covering (marble, slate, ceramic, tile, wood, etc.), are required to install a sound-absorbent underlayment material with a minimum STC rating of 58 and IIC rating of 62. A sample of the underlayment material with the STC and IIC ratings, must be presented to the Association for approval. After installation, underlayment must be inspected by the Director of Maintenance before installation of finished flooring, the motion was seconded and unanimously approved.

D. Wilson reported TP will be increasing their contribution to AT for water usage in the 2019 budget.

D. Wilson reported the lift stations in the community work off of electricity, during Hurricane Irma and the power outage, the sewer lift stations needed to be pumped by the county. A portable generator on a trailer is being purchased for emergency uses, such as the lift stations and charging the electric golf carts (Arbor Glen uses a golf cart to get to residences faster in a medical emergency).

D. Wilson reported the House Committee is requesting the brown blinds in the Gathering Place with white blinds. The cost is \$4,500 for 15 white blinds to be paid from the contingency fund.

Being no other business to discuss, the meeting adjourned at 10:28 am.

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D. Simpson, Asst. Secretary

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Dated