

**Tower Pointe**  
**Board of Directors Meeting Minutes**  
**December 22, 2016**

Director Attendees: B. Berman, Director  
D. Dick, Director  
B. Statzell, Secretary  
R. Timmerman, Treasurer  
D. Wilson, President

Also Present: D. Edenfield  
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 November 17, 2016 were approved.

**I. Managers' Report:**

N. Hoops reported the sidewalk construction off Vanderbilt Drive in front of our community has finally started. Be wary of workers and additional vehicles.

N. Hoops reported that a fire inspection will be conducted in January. It is important to note that no items are allowed to be stored on the top of your storage cage. If you need assistance in relocating such items, please call in for a work order.

N. Hoops reported that tree trimming, mulch and pine straw installation will begin in January.

N. Hoops reported on the ongoing project of replacing/repairing fire doors. Currently, we are working on floors 9, 10 & 11 south.

N. Hoops reported the weather stripping of the garage doors has started on the south side and the north side will be done after the holidays.

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

**II. Treasurers Report:**

R. Timmerman reported that operating cash at the end of November was \$301,114. The reserve fund cash balance at the end of November was \$573,425. The November expenses were under budget by \$3,060.

**III. Building Committee:**

E. Gates reported that a light fixture will be added to the parking lot area.

**IV. Finance Committee:**

D. Macarthy stated looking forward the finances look good. The Finance Committee agreed that the TP Board of Directors should draft a rule regarding cancellation of booked guest suites with possible monetary penalty.

**V. Activity Committee:**

B. Berman stated the Activity Committee will be sending out activity flyers in January.

**VI. House Committee:**

B. Giannetti reported the members of the House Committee were busy decorating for the holidays. The committee discarded damaged or ragged décor and purchased several nice pieces to augment what was on hand.

**VII. Landscape Committee:**

The landscape Committee did not meet in December. No report.

**VIII. Tower Trace LLC:**

L. Gates reported on projects planned for 2017. L. Gates stated TT LLC will hold their annual meeting within the next few months. Please plan on attending this very important meeting and learn what TT LLC has accomplished.

TT LLC. TP Representative – A motion was made that R. Chambers continue to serve as a TP Representative on the TT LLC. Board of Managers, which was seconded and approved unanimously.

**IX. Old Business:**

Carpeting – D. Wilson stated the House Committee will be reviewing eight or so carpet samples and will narrow the choice down to three samples.

Wi-Fi signal – D. Wilson stated that the Wi-Fi signal on the ground floor has been enhanced.

Public/estate sales – D. Wilson reminded everyone that no public/estate sales are allowed in the building or on the property of TP.

Fitness Room equipment – D. Wilson reported that the new fitness equipment has arrived and S. Steinbach has scheduled a training session on how to use the new fitness equipment on January 3, 2017 at 3:00 pm. Please take an opportunity to read the instruction manuals prior to the training session.

**X. New Business:**

Approval of 2017 budget – A motion was made to approve the 2017 budget as presented and recommended by the TP Finance Committee, which was seconded and approved unanimously.

Approval of 2017 APM management agreement – A motion was made to approve the 2017 APM management agreement, which was seconded and approved unanimously.

Approval of unit 804 lease agreement – A motion was made to approve the lease of unit 804 (O’Sullivan) to M/M Callahan for the period of 1/1-3/31/2017, which was seconded and approved unanimously.

Being no other business to discuss, the meeting adjourned at 10:35 am.

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D. Simpson, Assistant Secretary

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Date