

**Tower Pointe
Board of Directors Meeting Minutes
July 25, 2019**

Director Attendees: B. Berman, Secretary
M. Skees, Treasurer
D. Dick, Vice President
R. Timmerman, President
S. Scheinberg, Special Projects

Also, Present: N. Hoops
D. Simpson
K. Cooney
J. Hansen
J. Hoops
K. Cranston

The meeting was called to order by R. Timmerman at 10:00 a.m. A quorum was established, and proof of notice given. The minutes of May 23, 2019 were unanimously approved.

I. Managers' Report:

N. Hoops provided a back story on the large commercial ice machine in the Gathering Place kitchen; due to the loud noise it makes, the ice machine was moved into the back-kitchen area and has since stopped working. We are required to replace the ice machine and are got prices on a smaller commercial ice machine.

N. Hoops reported the 17th floor window treatments "sheers" are starting to show their age and the House Committee is looking into replacing them. The replacement sheers are estimated to cost approximately \$10,000 and will be included in the 2020 budget. The sheers from the hallways were cleaned in house and the best ones will be re-hung at the Top of the Pointe.

N. Hoops reported the new portable generator has been delivered and is too large to fit into the maintenance garage. A concrete pad will be poured to anchor the generator. We will be training our maintenance staff for operating the portable generator.

N. Hoops reported the seal coating is on schedule and the second coat started this week.

II. Treasurers Report:

Reported by M. Skees

June 2019:

Operating cash:	251,140
Reserve cash:	450,002
YTD revenue:	485,603
YTD expenses:	491,754

III. Building and Grounds Committee:

E. Gates reported the discussions on improving the area behind the Tower has been tabled due to expense and lack of interest.

E. Gates reported the Building Committee discussed electrical vehicle charging.

IV. Finance Committee:

M. Skees reported the Finance Committee met and year to date financials were reviewed. The Finance Committee met with representatives of Bouchard Insurance and reviewed the 2019-2020 insurance renewal. The Finance Committee recommends to the TP Board of Directors that they approve the Bouchard proposal in the amount of \$109,208.93. Flood coverage was tabled (\$26,000). The maximum annual windstorm deductible is \$2,008,694.

The Finance Committee requested that Bouchard conduct a risk assessment survey (no charge). The Finance Committee discussed changing the insurance renewal dates. Shopping for insurance during the hurricane season seems to be more costly. N. Hoops will be working on the details.

M. Skees reported the 2018 audit is under way. The Finance Committee ratified the engagement agreement with P. Moore and Company to prepare the TP 2018 audit at the cost of \$6,450. The Finance Committee also ratified the expense of \$250 to Rehman and Company for the 2018 TP tax return.

M. Skees reported the Finance Committee approved the expense to purchase a new smaller ice machine for the Gathering Place and recommends to the TP Board that they approve the reserve expense of \$1,777.04.

V. Activity Committee:

J. Egenberg reported the Committee has been busy working on the ice cream social which is scheduled for August 18.

VI. House Committee:

A. Hocking reported the House Committee has been working on cleaning the sheers for the Top of the Pointe. Window tinting is also an additional option.

VII. Tower Trace LLC:

E. Gates reported the Arbor Glen kitchen area is being renovated to provide better service and hotter food. The ceiling upgrades on the first floor of the clubhouse are finished. We did encounter some air conditioning issues that were rectified.

The telephone system for the clubhouse is needing to be replaced and updated, prices are being gathered.

VIII. APM LLC.:

J. Egenberg reported a new community management chart has been prepared and copies are on the desk as you enter/exit the Gathering Place if you would like one.

J. Egenberg reported on the new to go containers, coffee cups, etc. These containers will eliminate the need to return the china plates. The containers are microwavable and biodegradable.

J. Egenberg reported in an effort to reward our long-time employees and as an additional incentive to all, the paid time off accrual for employees who have worked here longer than 10 years, will accrue an additional five days.

IX. Old Business:

None

X. New Business:

Arbor Trace Realty - J. Hoops with Arbor Trace Realty introduced the sales team. K. Cranston, Sales Associate, J. Hansen, Broker/Sales Associate and Office Manager. M. Bromley is the office assistant. J. Hoops is also a Broker/Sales Associate and Director of Marketing.

Insurance renewal - A motion was made to approve the insurance renewal with Bouchard Insurance in the amount of \$109,208.93, which was seconded and approved unanimously.

Ice machine - A motion was made to purchase an ice machine from reserves in the amount of \$1,777.04, which was seconded and approved unanimously.

Being no other business to discuss, the meeting adjourned at 11:10 am.

D. Simpson, Asst. Secretary

Dated