



Twin Towers Homeowners Association, Inc.

2020 North Atlantic Avenue • Cocoa Beach, Florida 32931

The Annual Meeting of the membership of the Twin Towers Homeowner Association, Inc was called to order by Mike Naumann at 8:00 p.m. on February 15, 2018 in the Atlantic Room. The Pledge of Allegiance was recited. It was announced that a quorum had not been obtained.

Launa Young, Manager certified the posting and the notice of mailing of the notice of meeting.

Maria Reteguiz read the minutes of the February 16, 2017 Annual Meeting which will be voted on in the next Annual meeting.

The floor was opened to owners for discussion.

Mike Naumann and Launa Young provided updates on some of the projects in the community as the Election Committee was counting the ballots.

The election committee provided the vote count to the Board. Mike Naumann announced the first four candidates elected and that a tie for the final board position exists between Susan Howden and Dennis Tjaden. In this instance, one candidate may choose to withdrawal or a run-off election will be held. Mr. Tjaden withdrew his nomination.

With the withdrawal of Mr. Tjaden as a nominee, the 2018 Board members are as follows:

Sue Howden
Anthony Jorge
Jeff LaFleur
Richard Murphy
Jesse Westburgh

There being no further business before the ownership, the motion to adjourn prevailed at 8:46 p.m.

Launa Young, Recording Secretary



Twin Towers Homeowners Association, Inc.

2020 North Atlantic Avenue • Cocoa Beach, Florida 32931

The organizational meeting of the Board of Directors of the Twin Towers Homeowners Association, Inc. was called to order by Richard Murphy at 8:56 p.m. on February 15, 2018 in the Atlantic Room.

Directors Present: Anthony Jorge, Leff LaFleur, Richard Murphy
Directors Absent: Susan Howden, Jesse Westburgh

Launa Young, Manager certified the posting of the notice.

The directors elected their slate of officers as follows:

Richard Murphy, President
Anthony Jorge, Vice President
Susan Howden, Secretary
Jeff LaFleur, Treasurer
Jesse Westburgh, Director at Large

There being no further business before the Board, the motion to adjourn prevailed at 9:02 p.m.


Launa Young, Recording Secretary



Twin Towers Homeowners Association, Inc.

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The meeting of the Board of Directors of the Twin Towers Homeowners Association, Inc. was called to order by President Richard Murphy on March 20, 2018, at 10:00 a.m. in the Atlantic Room. Jesse Westburgh joined the meeting already in progress, resulting in all directors present.

The Pledge of Allegiance was recited and the posting of the notice of meeting was certified. A motion was made by Sue Howden to waive the reading of the minutes from December 12, 2017 and accept as posted. The motion was seconded by Richard Murphy and unanimously approved.

Old Business

Spectrum Renewal: The Association has been researching options for renewing its cable television service. An update was provided of the benefits and disadvantages regarding offers from Spectrum, DirectTV, and AT&T's cable service, UVerse.

Management recommends accepting the Spectrum offer of television cable services only at a rate of \$34 per unit, per month....a decrease of \$8.55 per unit, per month. We will not have to wait until our renewal date of November, but can begin the new rate once the contract is processed and the first increase will not take effect until 2020, offering the Association the \$34 rate for an 18-month period.

Following the review of our options and recommendation of management, Anthony Jorge made a motion to accept the Spectrum contract at a rate of \$34 per unit, per month. The motion was seconded by Sue Howden and unanimously approved.

AT&T Fiber: The offer from AT&T to add fiber to the property has changed from the original understanding of the installation with no additional contractual obligations. Based on new information provided by AT&T, management is recommending the Association not pursue the fiber installation.

Concrete Restoration: Launa Young advised attendees that the 4-stack concrete restoration project originally scheduled for this coming summer has been delayed. The local concrete restoration companies have work scheduled through the remainder of the year, so are not bid on our project.

Following discussion with our engineering firm, management recommends we add the 4-stacks scheduled for 2018 to the 4-stacks scheduled for 2019 and begin the bid process now to contract the work to begin in summer 2019. This course of action will keep the Association on-track to complete all concrete restoration as originally scheduled (over the eight-year period) and will likely provide better pricing for the overall job.

Existing Structures Engineering Inc. has provided a proposal to (1) create the Project Manual and deliver the bid results at a cost of \$4,890 and (2) as the project begins they will locate & mark damage, inspect repairs as completed, and provide final approval of all work at a cost of \$18,560. A motion was made by Anthony Jorge to accept the proposal provided by Existing Structures Engineering. The motion was seconded by Sue Howden and unanimously approved.

Concrete Restoration, continued:

Launa advised attendees that it is still our intent to move forward with repairs to 502N as previously approved by the board. As also previously discussed, concrete restoration is to be completed in unit 516N & 116S before new windows can be installed. The Association will schedule these repairs as soon as possible.

Hurricane Irma: Launa Young reported that although no insurance claim proceeds were paid toward the repair/replacement of the elevator equipment or generator, we have filed a claim for these items under our Mechanical Breakdown policy. This policy has a lower deductible and may provide proceeds to offset the new equipment.

New Business:

Hot Water Heater Replacement: The Association has received bids from three vendors with multiple options for replacement of the North Building hot water heater which services the laundry facilities.

Following review of information provided via email, the Board had agreed to replace the equipment in both buildings with a "tank less" system at a cost of \$16,282.60. The Association will be eligible to request an energy conservation rebate from Florida City Gas of approximately \$8,000.

The Board ratified the approval of the new water heater equipment with the understanding that any rebate would replace reserve funds used for this expense.

North Roof Repair: The Association received two proposals to install a silicone roof coating system to the North Building. The material is a coating that is applied directly to the existing roof to provide a water-tight seal for much less than the cost of a full tear-off and replacement. At the request of the Association, Todd Rhyne from Rhyne Restoration provided attendees with an overview of the installation and answered questions. Once installed, the product carries a 50-year manufacturer warranty and a 10-year workmanship warranty. Following Mr. Rhyne's presentation, Sue Howden made a motion to accept the proposal from Rhyne Restoration at a cost of \$77,600. The motion was seconded by Anthony Jorge and unanimously approved.

Sprinkler System Upgrade: Our current irrigation system is in need of repair to properly maintain our landscaping. We have received a proposal from Sprinkler Repair Inc. to install all new pipe, nozzles, wire & controller at a cost of \$16,900. Upon completion the system would be fully electric and run from a master controller allowing for our grounds to receive the proper irrigation. Management recommends the expense be paid from our "contingency" reserves, which has a current balance of \$29,260. A motion was made by Sue Howden to install the new irrigation system as recommended by Sprinkler Repair Inc. The motion as seconded by Anthony Jorge and unanimously approved.

Board of Director's Meeting
March 20, 2018
Page Three

Update Banking Information: With the election of new board members in February, it has become necessary to update the authorized signers with our banking institutions. Management has prepared the attached Resolution for Change in Signatory which, in part, authorizes the following persons to sign checks issued by the Association:


Richard Murphy, President
Jesse Westburgh, Director
Sue Howden, Secretary
Launa Young, Manager

The Resolution also allows for the addition of Richard Murphy as an authorized card holder to the Wells Fargo credit card held by the Association.

Sue Howden made a motion to accept the Resolution for Change in Signatory as presented. The motion was seconded by Anthony Jorge and unanimously approved.

There being no further business before the Board, the meeting was adjourned at 11:07 a.m.

Respectfully Submitted,


Launa Young, Manager

RESOLUTION FOR CHANGE IN SIGNATORY

RESOLVED THAT in super session to all other resolution passed earlier by the Board of Director in its meeting in respect of the Current Bank relationship with each of the following financial entities:

SunTrust Bank
Florida Community Bank
Chase Bank
Wells Fargo Bank

...including checking accounts, savings accounts, money market accounts and Certificates of Deposit in the name of Twin Towers HOA, Inc., 2020 N. Atlantic Avenue, Cocoa Beach, FL 32931 is hereby authorized to honour all cheques signed by the following individuals:

- a) Richard Murphy, President
- b) Jesse Westburgh, Director
- c) Susan Howden, Secretary
- d) Launa Young, Manager

RESOLVED FURTHER THAT the aforesaid bank be and is hereby instructed to honour all cheques, promissory notes* and other order drawn by and all bills accepted on behalf of the association and to accept and credit to the account of the company all money deposited with or owing by the bank or any account or accounts at any time or times kept or to be kept in the name of the company and the amount of all cheques, notes, bills other negotiable instruments order or receipts provided they are endorsed/ signed on behalf of the company and such signature(s) shall be sufficient authority to bind the company in all transactions between the bank and the Twin Towers Homeowner's Association Inc.

Although not required by the financial institutions above, the Association shall require that each check authorized for payment be signed by two individuals.

***RATIFICATION OF CREDIT ACCOUNT** – The 2018 Board of Directors ratifies the credit account issued by Wells Fargo Bank in the amount of \$50,000, which credit limit will be equally split between Richard Murphy, President and Launa Young, Manager.



Twin Towers Homeowners Association, Inc.

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The meeting of the Board of Directors of the Twin Towers Homeowners Association, Inc. was called to order by President Richard Murphy on July 24, 2018, at 10:07 a.m. in the Atlantic Room.

The following Board members were present: Richard Murphy, Susan Howden, and Jess Westburgh. Absent was Anthony Jorge. Richard Murphy announced that Jeff LaFleur has resigned from the Board as he has sold his Twin Towers condominium unit.

The Pledge of Allegiance was recited and the posting of the notice of meeting was certified. A motion was made by Sue Howden to waive the reading of the minutes from March 20, 2018 and accept as posted. The motion was seconded by Jesse Westburgh and unanimously approved.

Old Business

Spectrum Renewal: We have completed the transition to the new contract with Spectrum. The Association will save approximately \$1,300 per month, with our first increase not taking place for 18 months. We assisted a number of homeowners with equipment changes during the transition.

Hot Water Heater Replacement: The Association has installed tankless hot water heaters to provide hot water to the washing machines in the laundry rooms. The total cost was \$17,092.60. The Association did receive an energy conservation rebate from Florida City Gas in the amount of \$8,000, which the Board had previously allocated to be return to the reserve accounts.

Upon further discussion of the rebate, a motion was made by Jesse Westburgh to deposit the funds into the general operating fund rather than the reserves. The motion was seconded by Susan Howden and unanimously approved.

North Roof Repair: The coating of the North Roof with silicone product has been completed. We are awaiting final inspection from the City of Cocoa Beach. The total cost was \$77,600. With this work done, the Association has received updated Wind Mitigation reports which homeowners may use to receive credit for their unit insurance policies.

Sprinkler System Upgrade: The sprinkler system has been installed at a final cost of \$31,225. The original cost was \$24,900; however, once installed, the pressure within the system was not able to be regulated and we immediately began having issues with leaking pipes. Sprinkler Repair Inc. installed a variable frequency drive at a cost of \$6,325 and the system is working perfectly. Since this work, we have had no additional issues with landscapers running over sprinkler heads and constant repairs to the pumps. The lawn is now getting the proper watering and the overall look of the property has improved.

Update Banking Information: Management would like to request the Board authorize the movement of funds from Wells Fargo, Sun Trust, and Chase Bank to be deposited into Sunrise Bank and Community Credit Union or Space Coast Credit Union, which are now offering better interest rates. The authorized signers would remain consistent with our other banking accounts, with the following individuals authorized to sign on the accounts:

Richard Murphy, President
Jesse Westburgh, Director

Susan Howden, Secretary
Launa Young, Manager

Jesse Westburgh made a motion to accept the movement of operating and reserve funds as requested on the Bank Account Information page attached. The motion was seconded by Susan Howden and unanimously approved.

Hurricane Update: With the start-up of the generator scheduled for this week, all work related to Hurricane Irma has been completed. Management would like to provide a final breakdown of the costs paid by the Association related to hurricane recovery:

2017 Expenses:	\$ 85,811.33
2018 Expenses:	<u>\$ 55,955.60</u>
Total Expenses:	\$141,766.93
Insurance Proceeds Received:	<u>\$ 40,341.34</u>
Net expenses paid by Association:	<u>\$101,425.59</u>

New Business:

Entry System Update: The association had been requested to check into the abilities of our lobby entry system to accept long-distance telephone numbers to access our homeowners. The system will accept 11-digit dialing and our current phone plan allows for unlimited long-distance calling, so there would be no additional expense to the Association in using long-distance numbers.

A motion was made by Richard Murphy to begin accepting long-distance numbers for the entry system. The motion was seconded by Susan Howden and unanimously approved.

Concrete Restoration 2019: Our engineering firm, Existing Structures, has received four proposals for the work to be scheduled beginning May, 2019. The current plan calls for balcony restoration on the entire south side of the south building. Proposals range from \$247,460 to \$344,785.

The Association has recently worked with two vendors, Cosmopolitan Construction and Concrete Restoration Inc. and would recommend that Concrete Restoration Inc. be contracted to perform the concrete work at a cost of \$265,231. Including engineering fees, the total cost is projected to be \$283,791.

Following discussion of the benefits and disadvantages of each contractor, Jesse Westburgh made a motion to contract with Concrete Restoration Inc. to perform the work as described. The motion was seconded by Susan Howden and unanimously approved.

Solar Pool Heating: Management has received a proposal in the amount of \$17,684 to install solar heating panels on the Atlantic Room roof to be used in heating the pool in the winter. Launa advised that both current water heaters have recently been replaced and the cost of natural gas is fairly low at this time. While a full cost analysis has not been completed, it is likely that it would take several years for the system to begin saving the Association money for heating the pool.

The Board has tabled the discussion of solar heating the pool until further notice.

Fencing Slats: The Association has received a proposal from our fencing company to insert green "slats" to the north and south fences beginning at the maintenance and hobby shops westward to A1A. The cost would be \$7,899. It was thought that the inclusion of the slats would add some privacy to our property and provide a more aesthetically pleasing view of our parking area.

Following discussion, the Board has tabled the discussion on the fencing slats until our next meeting.

Landscaping: Management has received proposals to remove and replace all hedge material along the north and south fence lines as much of the existing material has reached the end of its life cycle and is looking poorly. The cost of removing existing material and replacing with Hibiscus plants is \$9,590. We have also received a proposal to replace other dead material throughout the property at a cost of \$1,500 and a final proposal to clean out the palmetto cluster behind the Atlantic Room at a cost of \$540. Approval of all projects would total \$11,630.

Following general discussion of the landscaping, the Board has tabled the landscaping proposal until an alternate proposal can be received for comparison.

Shuffleboard Courts: The Association has received two proposals to resurface the shuffleboard courts as they are beginning to crack, affecting use of the courts. The proposal from Elite Court Construction was \$7,950 and the proposal from Sports Surfaces was \$5,800. As we have used Sport Surfaces in the past, management recommends contracting with Sports Surfaces at a cost of \$5,800.

During the discussion regarding shuffleboard courts, homeowners requested the Board also consider installing a bocce ball and pickleball court on property.

A motion was made by Richard Murphy to have the shuffleboard courts resurfaced by Sports Surfaces. The motion was seconded by Susan Howden and unanimously approved.

Smoking Issues: Homeowners have voiced two separate concerns regarding smoking on property. The first relates to smoking in the units which causes odor to common areas and other units due to shared walls and duct work. To restrict smoking within the units would required an amendment to the condominium document and a vote of the members. The second was smoking in common areas. Several areas for "designated smoking" in the common areas were discussed to provide specific locations allowing smoking.

The Board received a letter from a concerned owner regarding pets, smoking, and parking. General discuss ensued regarding rules and other common area issues. As the Board is beginning a review of the rules for update, some homeowner suggestions were to include back-in parking and allowing visitors to bring pets on property. It was also mentioned prior to the meeting that under Florida Statute renters are to have all of the same rights and use of the property as the unit owner; therefore, we are not able to restrict pets in rental units. Pet restrictions would be up to the owner through the rental contract.

Other suggestions for the Board to consider were recreational equipment storage on the east side of the Atlantic Room and a dog walk.

There being no further business before the Board, the meeting was adjourned at 12:13 p.m.

Respectfully Submitted,
Launa Young, Manager



Twin Towers Homeowners Association, Inc.

2020 North Atlantic Avenue • Cocoa Beach, Florida 32931

A special meeting of the Board of Directors of the Twin Towers Homeowners Association, Inc. was called to order by President Richard Murphy on September 14, 2018, at 10:00 a.m. in the Atlantic Room. All directors were present.

The Pledge of Allegiance was recited and the posting of the notice of meeting was certified.

New Business:

Richard Murphy advised attendees that the sole purpose of the meeting was to appoint a Director to replace the vacancy created by Jeff LaFleur, who recently sold his unit. Mr. Murphy made a motion to appoint Mike Naumann to complete the term expiring February, 2019. The motion was seconded by Anthony George and unanimously approved.

We thank Jeff LaFleur for his service on the Twin Towers Board of Directors from February 2015 thru July 2018. During his time as Treasurer, the Association accomplished many projects including our first phase of balcony restoration, and Hurricane Irma recover...all with minimal increase in our monthly fees. His efforts will last effects on the property!

There being no further business before the Board, the meeting was adjourned at 10:03 a.m.

Respectfully Submitted,

Launa Young, Manager



Twin Towers Homeowners Association, Inc.

2020 North Atlantic Avenue • Cocoa Beach, Florida 32931

The meeting of the Board of Directors of the Twin Towers Homeowners Association, Inc. was called to order by President Richard Murphy on September 25, 2018, at 10:00 a.m. in the Atlantic Room.

All board members were present.

The Pledge of Allegiance was recited and the posting of the notice of meeting was certified. The minutes of the July 24, 2018 meeting were read by Secretary Sue Howden. A motion was made by Mike Naumann to approve the minutes as read. The motion was seconded by Jesse Westburgh and unanimously approved.

Old Business:

Updated Banking Information: In the July meeting, the Board voted to move funds from SunTrust bank to maximize interest income. Following discussion with SunTrust, the Association was offered a six-month CD at a rate of 1.25%. As the rate was comparable to other rates being reviewed, management requested the board approve leaving the funds at SunTrust.

The location of transferred funds is SunTrust \$211,702.69 at a rate of 1.25% and Sunrise Bank \$192,768.63 at a rate of 2%.

Landscaping: In the July meeting, the Board tabled the proposal for landscaping to be installed along the north and south fence line of the property until further bids could be received. Following recommendation from the landscaping company of the timing of installation, the Board was polled and the proposal to install hedges along the north & south fence at a cost of \$9,590 was approved on August 13, 2018.

Richard Murphy made a motion to accept the decision of the Board of August 13, 2018. The motion was seconded by Jesse Westburgh.


New Business:

2019 Budget: The board was presented with a fully-funded reserve budget and an alternate budget in which 19.91% of the projected income would be applied to reserves. The acceptance of the alternate budget would result in no increase in the monthly fees for 2019.

A motion was made by Mike Naumann to mail out the two budgets presented for the owners to vote on the amount of reserve funding. The motion was seconded by Richard Murphy and unanimously approved.

There being no further business before the Board, the meeting was adjourned at 10:35 a.m.

Respectfully Submitted,


Launa Young, Manager



Twin Towers Homeowners Association, Inc.

2020 North Atlantic Avenue • Cocoa Beach, Florida 32931

The meeting of the Board of Directors of the Twin Towers Homeowners Association, Inc. was called to order by President Richard Murphy on October 30, 2018, at 10:05 a.m. in the Atlantic Room.

All board members were present.

The Pledge of Allegiance was recited and the posting of the notice of meeting was certified. Sue Howden requested that the reading of the minutes of the September 14, 2018 meeting be waived, as the sole purpose of the meeting was to appoint Mike Naumann to the Board vacancy. The minutes of the September 25, 2018 meeting were read by Sue Howden. A motion was made by Mike Naumann to approve waiving of the September 14, 2018 minutes and accept the September 25, 2018 minutes as read. The motion was seconded by Anthony Jorge and unanimously approved.

Old Business:

2019 Budget: Launa Young announced that the owners vote count was 107 for the budget partially-funding the 2019 reserves and 7 for the budget with fully-funded reserves. The Association will uphold the vote of the ownership retaining the current maintenance fees into 2019 as follows:

One Bedroom Unit	\$309 per month
Two Bedroom Unit	\$374 per month
Oceanfront Unit	\$414 per month

Surfboard Storage: Management provided description and pricing information on locking surfboard & paddleboard storage for the Board's review. Following owner comments, it was requested that we review PVC options and the ability to charge fees to pay for the use of board storage.

New Business:

Parking Committee: Mike Naumann reported that the committee had met and came up with the following goals:

- Professional monitoring
- Motion light installation in dog walk
- Side gates closed when not in use

Following discussion with several towing companies, Mike announced that none of the local companies provide monitoring; therefore, the Association will assume responsibility for monitoring the parking area.

Closure of the side hydraulic gates has already taken place. Launa advised that there are several options for lighting. Following owner comments, a motion was made by Richard Murphy to accept the parking committee report and obtain costs of lighting. The motion was seconded by Anthony Jorge and unanimously approved.


Bike Storage: An email was received by Kathy Joyce, Unit 605S, requesting the Board consider moving the bike lottery to February 1st to accommodate the placement of equipment prior to the departure of our snowbird population.

Following owner comments and general discussion of bike storage, board storage, and other recreational equipment storage needs, Dennis Howden, Anthony Jorge, and Jesse Westburgh agreed to research the possibility of a "pole barn" style structure to allow for storage of homeowners' recreational equipment.

A motion was made by Richard Murphy to move the bike storage lottery to February 1st. The motion was seconded by Mike Naumann and unanimously approved.

There being no further business before the Board, the meeting was adjourned at 11:14 a.m.

Respectfully Submitted,


Launa Young, Manager