

TWIN TOWERS HOMEOWNERS' ASSOCIATION

Board Meeting Minutes

April 3, 2023

1. **Call to Order**: Richard called the meeting to order at 3:04pm.
2. **Pledge**: All in attendance stood for the Pledge.
3. **Proof of notice**: Meeting date was announced at previous meeting, Agenda was posted and Signs were put out.
4. **Quorum- minimum 3 board members**: Richard Dunlap President, Thomas Bowe Treasurer (present via speaker phone), Cynthia Parsons Secretary, Donald Nanny Director at Large, and Michael Delay Vice President were present from the BOD. Kristy McDonald and Karen Gunn-Bardot were present from MGMT. and 44 Owners were present in person.
5. **Old Business**
 - a. **Cintas Fire System Provider** – Richard provided information regarding the fire system and provider. This is a required inspection and due to previously missed inspections, there are many repairs that are necessary to avoid large fines due to violations to the fire code. Total contract price is \$9,069.33. Richard Dunlap made motion to approve contract and Cynthia Parsons seconded that motion. **MSC**
 - b. **Building Concrete Sealing and Repair Project** – Richard provided update on current concrete project. Coastline Construction will be making repairs to the building facia to eliminate any/all safety risks. Richard reminded owners that per the reserve study the buildings are structurally sound.
 - c. **Sidewalk Repair and Replacement Project**: Richard provided update on the sidewalk repairs. The work will be completed by Myers, Inc. and is projected to begin on May 12, 2023.
6. **New Business**
 - a. **Storage Committee Appointment – “Bike & Hobby Shop”** Cynthia Parsons made a motion to create the Bike & Hobby Shop Storage Committee. Committee is comprised of Rita Stevens, Dennis Howden, and Shelly Wetzal with Rita Stevens being named Chairperson. Donald Nanny seconded the motion. **MSC**
 - b. **Insurance Impact to Association Fees** – Richard provided information regarding the insurance costs for the community and the impact it will have continued special assessments. Currently, the association was required to obtain lending in order to cover the cost of the insurance. Richard explained that the construction, current and future, is being scheduled in the attempt to have the insurance rates lowered as the Board, as well as homeowner, do not want to finance the insurance again in the future.
 - c. **2022 Reserve Study and Senate Bill impact**: Michael Delay and Richard Dunlap spoke about the Reserve Study that was completed in 2022 and reiterated that structural engineer advised he felt the buildings are structurally sound however, can't confirm until he completes the Milestone inspections. Management will obtain quotes for all items listed for repairs. Additionally, it was explained that fully funded means, for example, a roof has a useful life of 20 years. The cost to replace the roof is \$400k; therefore to be fully funded for the roof replacement, \$20k per year needs to be put into the reserve account.
 - d. **Twin Towers Business Measurements**: Michael Delay provided a preliminary 8-year plan that the BOD has put together in order to make the necessary corrections to the reserve account as

well as ensuring that the association's reserve study findings are repaired in the correct amount of time. It was announced that a separate meeting will take place once the 8-year plan has been finalized in order to receive owner input before being put in place. Additionally, the Association will discontinue commingling monthly association fees and special assessments. Management will provide a monthly management report and will include the number of delinquent owners and the total dollar amount of delinquency.

e. US Lawns

i. South Side Tree Trimming Project – US Lawns will be completing the tree trimming of overgrowth and palms at the South building.

j. Beach Dune Clean-up – This clean up will include cutting of the Pepper Trees, trimming of the Seagrapes, Palmettos, Cabbage Palms and Weedeat Grass. The cost of this contract is \$4,400. Richard Dunlap made motion to approve contract and Donald Nanny seconded that motion. **MSC**

f. Carport Power Washing and Seam Sealing Project – This project is to protect the integrity of the carports. The association currently has one estimate and management will reach out to vendors to obtain two more.

- 7. Introduction of Showcase Property Management** – Kristy McDonald introduced herself and Showcase Management. Showcase will be providing a monthly management report that will be posted on the website along with any pertinent information. Showcase will be onsite for the month of April on Tuesday, Wednesday, and Thursday. Beginning in May, Kristy will only be onsite as needed and/or to complete property walkthroughs and meet with association vendors.
- 8. Sunrise Bank** – Lizbeth Mandeville introduced herself and announced that Sunrise Bank will be making themselves available to all homeowners who need assistance in setting up their online payments via Zego. An announcement will be made when the date is set.
- 9. Next Meeting Date Announcement** – Next board meeting will be on May 1, 2023 at 3:00pm
- 10. Owner Comments**

Q: We are a community here and we are not used to how Showcase does things. We were not involved in the decision for the new management company and we'd like to know why.

A: BOD is not required to address the community and they have never done so in the past.

Q: Why will you not list the individual unit owners who are delinquent with their dues on the website?

A: I won't put the names or unit numbers of the delinquent owners because it is my opinion that it is unethical to put personal information into public view. I will only list the total number of delinquent owners and the total amount outstanding.

Q: I would like to know why the association's rental is listed at \$400/month.

A: The rent is actually \$800 however, it was broken up within 6-months due to water damage to the unit.

Q: Owner of 216N would like to know why their unit is not listed for repair.

A: Concrete Restoration is doing this work and management will be working with them to get a start date and a scheduled list of units.

Q: Elevator in the south building is a trip hazard because they are replacing the floors.

A: They will be completing the floor this week and the trip hazard will be taken care of.

Q: Will management be helping find a better rate for insurance next year?

A: Yes, management will begin reaching out to Insurance Brokers to find the best rate for the association. With the plan already in place for repairs, this should help.

Q: Why could owners not be present during the closed meeting?

A: Although the BOD was discussing a new management company, they were also discussing individual employees of the association and that is a private matter that is not discussed during open meetings.

Q: Was an attorney present during the closed meeting?

A: No, the BOD was not discussing legal matters and therefore an attorney was not necessary.

Q: Many owners do not live here year round, is it possible to have board meetings via Zoom.

A: yes, we can look into that option for absent owners.

Q: Was there an option for additional insurance quotes?

A: Insurance is difficult to find because many companies are not offering coverage of the barrier island. As stated before, management will be assisting in finding better coverage at a more affordable rate.

Q: Was the Audit completed for Twin Towers?

A: Yes, the CPA signed off and management will add to agenda for May 1st.

Q: Is it possible to have a list of balconies to be repaired added to the website?

A: Yes, once we receive the start date, we will ask the vendor to provide a list of balconies with their projected repair dates on the website.

Q: Can we change the lock for the bike room?

A: Yes, we are already planning on doing that.

Q: Who will oversee maintenance issues?

A: Kristy will receive the maintenance complaints and will give them to either Joe or M&M for completion.

Q: We have many units that are listed on VRBO, how will you manage them?

A: I will consistently review the vacation rental websites and verify that any units within Twin Towers has the appropriate minimum stay listed. I will also check with the City of Cocoa Beach to verify they are registered as short term rentals. If they are not, they will be submitted to the city for review and a violation letter will be sent.

Q: Our pool service is doing a poor job of maintaining the pool. Can we do something about that?

A: Yes, I will meet with the pool service company and go over our expectations; if they do not perform after that, I will get estimates for new service.

11. Adjourn. There being no other business, Richard Dunlap adjourned the meeting at 6:18pm.