

POSTED: \_\_\_\_\_

BY: \_\_\_\_\_

## Twin Towers Homeowners Association, Inc. BOARD OF DIRECTORS MEETING

WHERE: ATLANTIC ROOM\*

WHEN: October 30, 2020

TIME: 10:00 a.m.

### AGENDA

- Call the meeting to order
- Pledge of Allegiance
- Certify Posting of Notice of Meeting
- Approve the Minutes of November 12, 2019
- Old Business
  - Ratify Approvals for Minutes
    - Adoption of Covid Disaster Plan
    - West Building Doors
    - Authorize Change in Signatory
    - Employee Insurance
    - Concrete Restoration
    - Laundry Equipment
    - South Building Roof Repair
- New Business
  - Proposed Budget for 2021
  - Owners may speak on agenda items
- Adjournment

\*SOCIAL DISTANCING AND MASKS ARE REQUIRED



## 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, 2020, at 10:10 a.m. in the Atlantic Room.

Richard Murphy, Michael Naumann, Anthony Jorge, Lyn Parsons and Karen Patrick were present.

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

President Murphy requested the reading of the minutes be waived. Mr. Naumann requested a reading. The minutes of the November 12, 2019 meeting were read by Secretary Lyn Parsons. A motion was made by Richard Murphy to approve the minutes as read. The motion was seconded by Mike Naumann and unanimously approved.

Mike Naumann requested the status of the Florida state flag as referenced in the minutes. It was advised that the size was incorrect and that the Association will purchase the appropriate flag to fly below the American flag.

### Old Business:

**With the beginning of the Covid-19 pandemic and the CDC's recommendation to limit gatherings, the Board of Directors elected not meeting in person to reduce the spread of the virus. The following actions were approved and are requested to be ratified to ensure entry into the minutes of the Association:**

**COVID-19 PLAN:** The attached Covid-19 Disaster Plan was enacted effective 4/1/2020 authorizing management to adjust duties, staffing, non-essential visitors, etc. in response to the Covid-19 global outbreak. The plan was posted on-site and added to the Association's website. Richard Murphy made a motion to ratify the Covid-19 Plan as presented and approved by Richard Murphy, Mike Naumann, and Lyn Parsons. Karen Patrick voted "no" to enact the plan as presented. The motion was seconded by Mike Naumann and approved by board members Murphy, Naumann, Jorge, and Parsons.

**West Entrance Doors:** Management requested a proposal from Contractor's Windows & Doors in the amount of \$15,000 be accepted to replace the west entrance doors in both buildings. Doors are not required to be fire rated as they do not directly adjoin condominium units, but do require glass to be hurricane rated. A motion was made by Richard Murphy to ratify the approval of the new doors. The motion was seconded by Lyn Parsons and unanimously approved.

**Bank Signatory:** Pursuant to the change in our Board of Directors at the duly noticed election of February 20, 2020, the Board of Directors accepted the attached Resolution of Signatory as of April 30, 2020. Richard Murphy made a motion to ratify the Resolution of Signatory as presented. The motion was seconded by Mike Naumann and unanimously approved.

**Laundry Equipment:** Management requested approval of (2) two Speed Queen 35 lb dryers for the 5<sup>th</sup> and 3<sup>rd</sup> floor of the North Building and (1) one Speed Queen washer for the 5<sup>th</sup> floor in the North Building. Total cost of requested equipment is \$10,092.75 to be paid from reserve funds. A motion was made to ratify the Board approval of August 31, 2020. The motion was seconded by Lyn Parsons and unanimously approved.

**South Building Roof:** Work on the South Building Roof has been proposed by Roofing Incorporated at a total cost of \$15,415. The work includes not only repair to the TPO roofing material, but flashing and stucco work. Richard Murphy made a motion to ratify the Board approval of September 23, 2020. The motion was seconded by Mike Naumann and unanimously approved.

**Employee Insurance:** Recognizing that staffing is the most important resource to a well-run property, the Association requested the Board authorize the 100% of the health insurance benefit for the staff. The additional cost of this benefit is \$800 per month over our current budgeted expense. Following comments from homeowners regarding the payroll and benefits packages of our staff, Anthony Jorge made a motion to accept the current plan in place and review new plans with the March 1<sup>st</sup> renewal date. Mike Naumann seconded the motion and the motion was unanimously approved.

**Concrete Work:** The Association provided the Board of Directors with a Change Order to Concrete Restoration Inc.'s existing contract to include the "09", "11", "15", and "17" stacks of the North Building. The total amount of the change order is \$160,687 and the work is to be scheduled in Fall 2020. Anthony Jorge made a motion to ratify the Board Approval of August 31, 2020. The motion was seconded by Mike Naumann and unanimously approved. Comments and suggestions for concrete damage/repair were provided by homeowners.

New Business:

**2021 Proposed Budgets:** Following an overview of the budget items, Richard Murphy made a motion to send the fully-funded reserve budget and the partially-funded reserve budget to homeowners for a vote. The motion was seconded by Mike Naumann and unanimously approved.

Manager Launa Young requested the date of December 4, 2020 be scheduled for the Board of Directors meeting to receive the homeowners vote. Richard Murphy made a motion to schedule the next meeting on December 4, 2020 at 10am. The motion was seconded by Anthony Jorge and unanimously approved.

General discussion was held regarding the possibility of virtual meetings and access to the Atlantic Room by homeowners.

There being no further business before the Board, the meeting was adjourned at 11:31 a.m.

Respectfully Submitted,

  
Launa Young, Manager

TWIN TOWERS HOMEOWNERS ASSOCIATION, INC.

Written consent of the Board of Directors  
of Twin Towers Homeowners Association, Inc.

Action taken in lieu of a meeting of the Board of Directors of Twin Towers Homeowners Association, Inc. pursuant to Florida Statutes

Action by directors without a meeting.

(1) Unless the articles of incorporation or the bylaws provide otherwise, action may be taken prior to a Board of Directors meeting and action ratified at the next scheduled Board of Directors meeting.

(2) Action taken under this section is effective when a majority of the Board Members sign this consent.

(3) A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

THE UNDERSIGNED being members of the Board of Directors of Twin Towers Homeowners Association, Inc. (hereinafter referred to as the "Association") hereby consent to, authorize, adopt and approve the following action by written consent in lieu of a meeting of the Board of Directors of the Association. This action shall be ratified at the next scheduled meeting of the Board of Directors and this written consent shall be attached to the minutes.

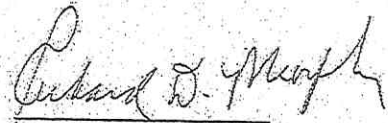
THE FOLLOWING ACTION IS BEING REQUESTED:

*Enact the attached Covid-19 Disaster Plan effective 4/1/2020 authorizing management to adjust duties, staffing, non-essential visitors, etc. in response to the Covid-19 global outbreak.*

The following authorization by signature:

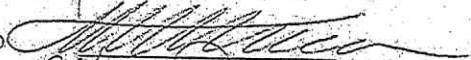
Richard Murphy, President:

yes or no



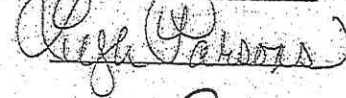
Mike Naumann, Vice-President:

yes or no



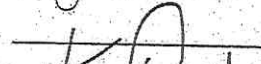
C. Lyn Parsons, Secretary:

yes or no



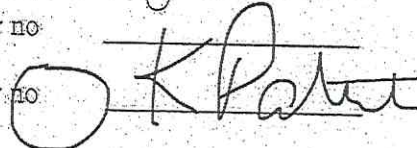
Anthony Jorge, Treasurer:

yes or no

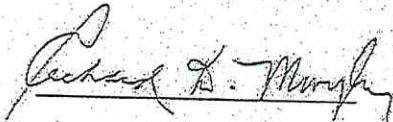


Karen Patrick, Director

yes or no



Above action ratified at the next regularly scheduled Board of Directors Meeting.



Richard Murphy, President

4-3-2020

Date

## TWIN TOWERS HOA, INC. COVID-19 DISASTER PLAN – 4/1/2020

Under Emergency Order #20-52 on March 9, 2020, the Governor declared a state of emergency for the State of Florida. On April 1, 2020 a “stay-at-home” order was issued for the State of Florida.

Under Emergency Order #2020-04, the Department of Business and Professional Regulations authorized the emergency powers available to condominium associations’ boards of administration, as described in section 718.1265(1)(a)-(j), are hereby available to help protect the health, safety, and welfare of the association, unit owners, unit owners’ family members, tenants, guests, agents or invitees.

Pursuant to these declarations, whereas the Board of Directors have the responsibility to provide a duty of care to the residents and staff of Twin Towers, the Board of Directors have adopted the following action plans to slow the transmission of the virus in our community and to prepare for and mitigate community transmission of COVID-19:

### Monitoring:

- Association Management continues to monitor recommendations from the Centers for Disease Control and Prevention (CDC) as well as those of federal, state, and local officials regarding the global coronavirus (COVID-19) outbreak. The Board of Directors has authorized management to adjust and/or change the action plan and/or closure dates as updated information is made available.

### Resident Services/Staffing:

- The on-site office will be closed to walk-in traffic thru May 1, 2020. Please contact the office via email at [twintowersmanager@yahoo.com](mailto:twintowersmanager@yahoo.com) or telephone at (321) 783-2435 during normal business hours for assistance. Items such as keys, coins, etc. will be delivered to your door to reduce person-to-person contact.
- Management has the authorization to reduce staff hours and/or services such as recycling and/or trash disposal, cleaning services, and other services as needed to protect staff members from person-to-person contact with residents as needed.
- Staff members are advised to wear personal protective equipment, i.e. gloves, masks, etc. during their shifts as applicable. We ask that residents observe the 6’ recommended distance between any staff member should you encounter a staff member on property.
- The community may experience temporary staff shortages if employees get sick or need to remain at home.
- Management has the authority to limit/reduce/or restrict deliveries, contractors, and other non-essential persons entering the community.

### Association Amenities:

- At the current time, the pool remains open; please observe social distancing on the pool deck.
- At the current time, outdoor activities including shuffle board, pickleball, etc. remain open; please observe social distancing in these outdoor areas.
- All social events sponsored by the Men’s Club, Women’s Club, and worship services are cancelled until May 1, 2020.
- The Association reserves the right to close additional amenities and or extend current closure dates in response to the local condition of the area and/or property circumstances.

## Resident Responsibilities:

Every individual needs to do their part to slow the spread of COVID-19. These are just some of the recommended actions you should take:

- Educate yourself. Stay informed as conditions are changing rapidly.
- Limit on-site visitors to the property and your unit.
- Avoid close contact with others. Keep a 6-foot zone of space around you. Avoid all group settings.
- Cover your cough and avoid touching your face....wash hands often and/or use sanitizing gel.
- Clean and disinfect frequently touched items.
- Know the signs and symptoms of COVID-19. If you are showing symptoms, call your doctor before seeking testing and treatment. Stay home and self-quarantine if mildly ill.

If you suspect or get Covid-19:

Medical authorities are strongly urging all persons who exhibit symptoms to stay home and avoid public spaces unless you need medical care. You also should separate yourself from other people and pets in your home.

If you need to need to visit a doctor or get tested for COVID-19, develop a plan before you go:

- Call ahead before visiting your doctor.
- Wear a facemask if you are sick.
- Cover your coughs and sneezes.
- Clean your hands often.
- Avoid sharing household items, such as utensils, plates, glasses, and towels.
- Clean all "high-touch" surfaces, such as counters, tables, doorknobs, bathroom fixtures, phones, keyboards, and remotes.

NOTIFY THE ASSOCIATION IF YOU SUSPECT OR ARE DIAGNOSED WITH COVID-19. The association will be prepared to reasonably accommodate an owner who is sick by providing additional cleaning to building entrances used, etc. If appropriate, the association may notify residents that an individual in the community has contracted the virus. No name or unit number will be provided.

This association will not and does not make any of the decisions mentioned above lightly. These actions are being taken to ensure the health and welfare of the residents of this community. We pledge to keep residents informed of all relevant developments and how they affect association operations.

It is also incumbent upon residents to take this situation seriously and do their part to minimize the spread of this deadly disease. The association highly encourages you to review safety guidelines and look for updates from the CDC, the local health department, and the World Health Organization.

# COVID-19 RESPONSE PLAN

The Board of Directors has enacted emergency action plans as authorized under Florida Statute #718.1265(1)(a)-(j), to protect the health, safety, and welfare of the association, unit owners, unit owners' family members, tenants, guests, agents or invitees.

Our plans allow for the adjustment of staff duties in order to comply with "stay-at-home" order issued by Governor DeSantis, as well as following recommendations to reduce opportunities for person-to-person contact to reduce the spread of this deadly virus.

## Resident Services/Staffing:

The staff are not considered "essential" and will not be on-site for normal business hours.

Effective immediately, the Association will be performing minimal daily duties to ensure the safety and sanitary conditions of the property as follows:

- The pool will remain open and will be checked daily.
- The pool restrooms will be checked and re-supplied as needed.
- The building trash will be removed from the building chutes.

In order to reduce the time staff members are on in the hallways and upper floors, recycling will not be done until further notice. PLEASE PLACE ALL OF YOUR RECYCLING ITEMS IN THE GENERAL TRASH until further notice.

Effective immediately, the office will be closed to walk-in traffic. Please contact the office via email or phone only for association-related work requests.

If you need to schedule work requiring access to electrical or condensing rooms, please provide a days' notice if possible. A key will be delivered to your unit for use.

## Association Amenities:

- At the current time, the pool remains open; please observe social distancing on the pool deck.
- At the current time, outdoor activities including shuffle board, pickleball, etc. remain open; please observe social distancing in these outdoor areas.
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## **Resident Responsibilities:**

Every individual needs to do their part to slow the spread of COVID-19. These are just some of the recommended actions you should take:

- Educate yourself. Stay informed as conditions are changing rapidly.
- Limit on-site visitors, vendors, etc. to the property and your unit. Re-schedule any non-emergency work in your unit.
- Avoid close contact with others. Keep a 6-foot zone of space around you. Avoid all group settings.
- Cover your cough and avoid touching your face....wash hands often and/or use sanitizing gel.
- Clean and disinfect frequently touched items.
- Know the signs and symptoms of COVID-19. If you are showing symptoms, call your doctor before seeking testing and treatment. Stay home and self-quarantine if mildly ill.

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**Stay Apart, Stay Strong, Stay Well!**



TWIN TOWERS HOMEOWNERS ASSOCIATION, INC.

Written consent of the Board of Directors  
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Action taken in lieu of a meeting of the Board of Directors of Twin Towers Homeowners  
Association, Inc. pursuant to Florida Statutes

Action by directors without a meeting.

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THE FOLLOWING ACTION IS BEING REQUESTED:

Accept proposal from Contractors' Windows & Doors to replace the existing west entrance doors of the North and South buildings with storefront glass doors with panic hardware. Doors are not required to be fire rated as they do not directly adjoin condominium units, but do require glass be hurricane rated. Total cost for both buildings is \$15,000.

The following authorization by signature:

Richard Murphy, President:

yes or no

Richard D. Murphy

Mike Naumann, Vice-President:

yes or no

\_\_\_\_\_

C. Lyn Parsons, Secretary:

yes or no

\_\_\_\_\_

Anthony Jorge, Treasurer:

yes or no

\_\_\_\_\_

Karen Patrick, Director

yes or no

K Patrick

Above action ratified at the next regularly scheduled Board of Directors Meeting.

Richard D. Murphy  
Richard Murphy, President

5-14-2020  
Date

TWIN TOWERS HOMEOWNERS ASSOCIATION, INC.

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The following authorization by signature:

Richard Murphy, President:	yes or no	_____
Mike Naumann, Vice-President:	yes or no	_____
C. Lyn Parsons, Secretary:	<input checked="" type="radio"/> yes or no	
Anthony Jorge, Treasurer:	yes or no	_____
Karen Patrick, Director	yes or no	_____

Above action ratified at the next regularly scheduled Board of Directors Meeting.

\_\_\_\_\_  
Richard Murphy, President

\_\_\_\_\_  
Date

Re: West End Doors

From: Michael Naumann (mnaumann65@gmail.com)

To: twintowersmanager@yahoo.com

Date: Tuesday, May 12, 2020, 6:42 PM EDT

I authorize Richard Murphy to initial My acceptance of this Contract.

Michael Naumann  
TTHOA/VP  
05/12/2020

On Tue, May 12, 2020 at 2:20 PM Michael Naumann <mnaumann65@gmail.com> wrote:

Might there be a picture I can see with specifics?

On Tue, May 12, 2020 at 1:55 PM Launa Young <twintowersmanager@yahoo.com> wrote:

Greetings Board!

We have finally be able to move forward with our west entrance doors. The good news is that the entrance does not require fire rated doors....so the cost is much less. The style of door quoted is a double-door with a glass front very similar to our lobby entrance doors. The will be the same silver finish as our lobby entrance. The cost per set is \$7,500 so we would like to propose replacement of both building doors.

I have attached a Written consent for each board member to vote on the replacement. Please circle yes or no and return to me.

Thanks so much!

*Launa Young*

Launa Young, Manager  
Twin Towers HOA, Inc.  
2020 N. Atlantic Ave.  
Cocoa Beach, FL 32931  
(321) 783-2435

Contractors' Window & Door, Inc.  
107 Bahama Blvd.  
Cocoa Beach, Fl. 32931  
(321) 784-1444 cell (321) 626-8255  
jeffcondoor@aol.com  
BCL WD235

Twin Towers Condo Association  
2191 N. Atlantic Ave.  
Cocoa Beach, Fl. 32931  
April 2, 2020  
ATTN: LANA

**PROPOSAL**

Job Name: storefront doors

Proposal #200403  
MODIFIED 5/11/2020

We hereby submit specifications and estimates for Supply & Install:

- (2) pr. Medium stile, mill finish (silver) storefront doors, clear impact glass
- (2) pr. concealed vertical rod panic

**CONTRACT AMOUNT: 15,000.00 (FIFTEEN THOUSAND DOLLARS)**

**\$ 10,000.00 upon acceptance**

**Balance upon completion**

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will be an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, hurricane, and other necessary insurances. Our workers are fully covered by Workman's Compensation Insurance,

**TERMS AND CONDITIONS: (some or all may apply)**

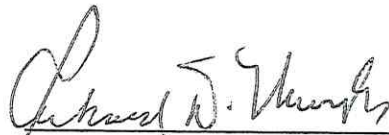
- **Proposal amount is for thirty (30) days. Prices subject to change after that date.**
- Permit fees are NOT included in proposal amount, and will be charged to Customer.
- All masonry and/or rough openings to be square, level, and plumb- by Others..
- Any modifications to masonry and/or rough openings will be done on a time/material basis.
- Any stucco/patch/stain/paint/Drywall work is to be done by Others.
- All electrical work to be done by Others.
- All aerial equipment supplied by General Contractor or Others.
- Storage of doors, windows, frames, hardware is NOT included in this proposal.
- Contractors Window & Door Inc. is NOT responsible for function of existing hardware, should it have to be removed and reapplied.
- A fee of \$150.00 will be charged to Customer should Additionally Insured be required, payable upon acceptance to this proposal.
- A fee of 1.5% monthly (18% annual) will be applied to the amount owed for all invoices over 30 days of substantial completion .Contractors' Window & Door Inc. shall be entitled to payment of all attorney fees incurred in collection of any and all delinquent accounts of customer or customers breach of contract.
- Contractors' Window & Door Inc. is not responsible for material supplied by Others. All doors/frames supplied by Others to be prepped for hardware by factory; all hardware supplied by Others to be inspected by Others.
- If materials are supplied by Others, all materials specified shall be presented to Contractors' Window & Door Inc. at the same time.
- All hardware to be supplied and installed at the same time, or additional charges will be incurred. (Example: hang doors, wait for painter, than install locksets, etc, will involve trip charge.

CONTRACTOR

\_\_\_\_\_

Date \_\_\_\_\_

CUSTOMER



Date 5-14-2020

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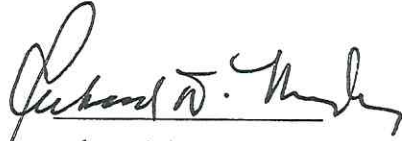
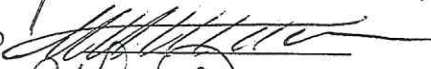


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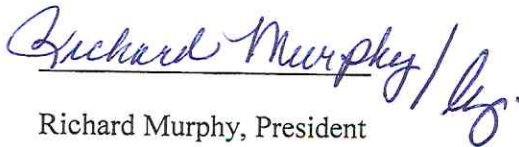
THE FOLLOWING ACTION IS BEING REQUESTED:

Pursuant to the change in our Board of Directors at the duly noticed election of February 20, 2020, the Board of Directors hereby accepts the attached Resolution for Change in Signatory to update the authorized signers of our bank accounts.

The following authorization by signature:

Richard Murphy, President:	yes or no	
Mike Naumann, Vice-President:	<input checked="" type="radio"/> yes or no	
C. Lyn Parsons, Secretary:	<input checked="" type="radio"/> yes or no	
Anthony Jorge, Treasurer:	<input checked="" type="radio"/> yes or no	
Karen Patrick, Director	yes or no	_____

Above action ratified at the next regularly scheduled Board of Directors Meeting.

  
Richard Murphy, President

4-30-2020  
Date

## 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:

Sunrise Bank  
SunTrust Bank  
Synovus 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) Michael Naumann, Vice President
- c) Lyn Parsons, 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 2020 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.

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**Action by directors without a meeting.**

(1) Unless the articles of incorporation or the bylaws provide otherwise, action may be taken prior to a Board of Directors meeting and action ratified at the next scheduled Board of Directors meeting.

(2) Action taken under this section is effective when a majority of the Board Members sign this consent.

(3) A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

THE UNDERSIGNED being members of the Board of Directors of Twin Towers Homeowners Association, Inc. (hereinafter referred to as the "Association" hereby consent to, authorize, adopt and approve the following action by written consent in lieu of a meeting of the Board of Directors of the Association. This action shall be ratified at the next scheduled meeting of the Board of Directors and this written consent shall be attached to the minutes.

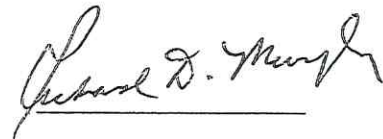
**THE FOLLOWING ACTION IS BEING REQUESTED:**

Approve purchase of two (2) Speed Queen 35 lb dryers for the 5<sup>th</sup> and 3<sup>rd</sup> floor in the North Building at a cost of \$4,37.50 each and one (1) Speed Queen washer for the 5<sup>th</sup> floor in the North Building at a cost of \$1,417.75. Total cost of all equipment is \$10,092.75. Current laundry reserve balance is \$10,872.25.

The following authorization by signature:

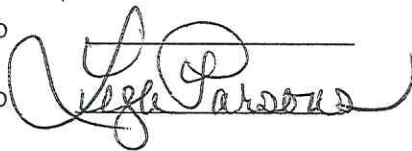
Richard Murphy, President:

yes or no



Mike Naumann, Vice-President:

yes or no



C. Lyn Parsons, Secretary:

yes or no

Anthony Jorge, Treasurer:

yes or no

Karen Patrick, Director

yes or no

Above action ratified at the next regularly scheduled Board of Directors Meeting.

Richard Murphy, President

Date

8/31/2020



Re: Concrete/Laundry Equipment

From: Michael Naumann (mnaumann65@gmail.com)  
To: twintowersmanager@yahoo.com  
Date: Monday, August 31, 2020, 3:07 PM EDT

Hi Launa:

I am having trouble with my Printer and cannot print, sign attachments and return. However, you have my permission to sign my name on each attachment as shown, if applicable:

I, Michael Naumann, VP of the the Board of Directors, do hereby accept the Attachments as presented via this email, to approve going forward with the Balcony Extensions for 2020 and 2021 and for the plans to update two units per the Attachment for Washer/Dryer expenditure purposes.

Approved this Day, August 31, 2020 at 2:05 PM.

Michael Naumann  
VP- TTHOA Board Member

On Mon, Aug 31, 2020 at 12:19 PM Launa Young <twintowersmanager@yahoo.com> wrote:

Greetings All!

We are currently working on the budget and will schedule a meeting to review shortly; however, we have some items that need to be addressed to keep our work schedule moving....

I have attached the Fall Concrete Restoration

proposal, which needs approval so they can pick a final start date. The costs is within \$10,000 of my projected costs for the work, so I believe is a fair cost. Technically, we would be required to get proposals; however, the work is being done

as a "change order" to our recent concrete work since we know we want to use Concrete Restoration Inc.

The other document is the request to order the 5th floor North Building washer & dryer and the 3rd floor dryer.

I'm looking into "Zoom" for future meetings, to allow for the Board to meet allowing for "social distancing".

Please let me know if you have any questions.

Thank you,

*Launa Young*

Launa Young, Manager

Twin Towers HOA, Inc.

2020 N. Atlantic Ave.

Cocoa Beach, FL 32931

(321) 783-2435



4107 SW 34th St. Orlando, FL 32811  
800.425.0941 407.425.9274 Fax: 407.425.9040

3502 Riga Blvd. Suite B. Tampa, FL 33619  
800.282.9023 813.877.6434 Fax: 813.877.7102

Jacksonville, FL 32216  
866.508.9274 904.332.9274 Fax: 904.332.9798

www.statewidelaundry.com



**Speed Queen**

2744 S. Cobb Industrial Blvd., Smyrna, GA 30082  
800-749-WASH 404-480-4083 Fax: 404-480-4083

Charlotte, NC  
800-749-WASH 704.505.9034 Fax: 404-480-4083

**Twin Towers Condo Association**

NAME OF PURCHASER  
ADDRESS OF PURCHASER  
CITY STATE ZIP

County of Sale  
Brevard

**Twin Towers Condo Association**

DELIVERY TO  
2020 N. Atlantic Avenue  
DELIVERY ADDRESS  
Cocoa Beach, Fl. 32931  
CITY STATE ZIP

ORDER DATE	DELIVERY DATE	TELEPHONE	SHIP VIA	INSTALLATION BY	PARTS WARRANTY
August 20, 2020	September 1, 2020	321-783-2435	BEST	Others	Factory warranty

DESCRIBED GOODS UPON THE PRICE AND TERMS SET FORTH BELOW.

QTY	Model #	Description	Unit Price	Total Price
1	SWNSX2SP115TW02	Speed Queen Commercial Top Load Washer, Coin Slide Operated, Two Speed, Stainless Steel Tub, White	\$ 1,195.00	\$ 1,195.00
1	GWD8-1286-42-6	Greenwald Quantum 8" Flat Face Money Box	\$ 35.00	\$ 35.00
		*CUSTOMER TO USE EXISTING COIN SLIDE*		
Please allow 4-6 weeks for delivery after placing order				
CUSTOMER EMAIL		twintowersmanager@yahoo.com		

T	This order replaces & supercedes all previous orders and contracts.
E	All utilities, drains, and exhaust venting to be located within 3' of new equipment.
R	50% deposit due at time of order, balance on delivery
M	Pricing subject to change
S	Construction contracts to be executed between customer & independent contractors for any concrete, floor preparation, construction, drain/water/gas plumbing, electric/sewer/water service, carpentry, interior & exterior signage, awnings, and all other items or work not specifically included in Statewide contract.

TOTAL EQUIPMENT	\$ 1,230.00
DIST APPLICATION FEE	
DIST LOAN FEE	
LEASE ACQUISITION FEE	
INSTALLATION	\$ -
FACTORY FREIGHT	\$ 95.00
TOTAL TAXABLE	\$ 1,325.00
SALES TAX	\$ 92.75
GRAND TOTAL	\$ 1,417.75
DEPOSIT REQUIRED	\$ 708.88
BALANCE COD	\$ 708.88

Purchaser represents that Purchaser has read & accepts without qualification, all of the terms & conditions of sale including those listed on reverse side (Page 2-General Conditions), and that all representations, written and oral made by the Seller are incorporated herein. This instrument contains the entire agreement between the parties and no representation, promise or condition which is not contained herein shall be binding upon either party. No waiver, alteration or modification of the foregoing conditions shall be valid unless made in writing and signed on behalf of the Seller by one of its executive officers. Delivery date is the sole discretion of Statewide Laundry Equipment. Purchaser represents and warrants that this agreement is solely for the purchase and sale of laundry equipment and is not purchasing a Franchise or Business Opportunity. Nothing contained herein shall be construed as creating any relationship between the parties other than that of a purchaser and seller of laundry equipment.

NAME OF PURCHASER  
Print: *Laura Young*  
SIGN: *Laura Young* DATE: *9/8/2020*

SALES REPRESENTATIVE

THIS CONTRACT IS VALID ONLY WHEN SIGNED BY AUTHORIZED REPRESENTATIVE OF SELLER.

SIGN: DATE:

Statewide Laundry Equipment.

PERFORMANCE OF THE COVENANTS ON THE PART OF THE PURCHASER IS GUARANTEED BY THE UNDERSIGNED.

BY

SIGNATURE OF GUARANTOR

TITLE DATE



GENERAL CONDITIONS

1. The agreement arising out of the acceptance of this quotation, herein after referred to as "agreement" or "contract", shall be binding upon the Purchaser and Seller, their respective heirs, representatives and assigns. The laws of the State of Florida shall govern this transaction.
2. The Purchaser agrees that if this agreement is cancelled by the Purchaser, or if the Purchaser is unable or unwilling to fulfill the total covenants and obligations as provided for and contained in this agreement, the money paid herewith as a deposit shall become the absolute property of the Seller as partial compensation for Purchaser's failure or refusal to perform his agreement. HOWEVER, the Seller shall also be entitled to any and all other rights provided under the State of Florida for the damage resulting from Purchaser's breach including the loss of Seller's profits. Seller shall also have the right, if Purchaser has obtained possession of merchandise, but has not fully paid for same, to immediately declare all sums due Seller upon Purchaser's breach of payment, and without demand or notice, at once retake possession of the property in question, wherever the same may be and without process of law and Seller shall keep all payments made by Purchaser, use and hire the property and all of Purchaser shall then be extinguished. If Seller or its assigns retakes possession of said property, it may forthwith sell the same at public or private sale without notice. Any action required to be taken for Purchaser's failure to perform this agreement shall result in Purchaser's being responsible for the payment of reasonable fee for any attorney engaged by the Seller to protect its interests.
3. Any equipment shipped via common carrier is shipped f.o.b. point of shipment unless freight for that item has been charged on reverse side of this agreement. In the case of shipment by common carrier, claims for damages in transit must be asserted by Purchaser against the carrier. Claims for shortage not due to carrier shall be deemed waived unless made to Seller in writing within ten (10) days after receipt of shipment. Each delivery constitutes an independent transaction and payment shall be made accordingly.
4. Seller shall not be liable for loss, damage, detention or delay, resulting from causes beyond its reasonable control or caused by fire, strikes, civil or military authority rulings or regulations or restrictions of the federal or any provincial or municipal government or any branch or agency thereof, car shortage or other delays in transportation or inability to obtain necessary labor, material or equipment, accessories or supplies from manufacturers or suppliers thereof.
5. **DISCLAIMER.** There are no warranties, expressed or implied, made by the Seller herein on the equipment described on the face hereof. The manufacturer's printed warranty, if any, is the only warranty applicable to said equipment and is expressly in lieu of all the warranties, expressed or implied.  
Any description of the goods contained in this agreement is for the sole purpose of identifying them, is not a basis of the bargain, and does not constitute a warranty that the goods shall conform in this description. The use of any sample or model in connection with this contract is for illustrative purposes only, is not part of the basis of the bargain, and is not to be construed as a warranty that the goods will conform to the sample or model. No affirmation of fact or promise made by the Seller, whether or not in this agreement, shall constitute a warranty that the goods will conform to the affirmation or promise.  
No agent, employee, or representative of the Seller has any authority to bind the Seller to an affirmation, representation or warranty concerning the goods sold under this contract, and unless an affirmation, representation or warranty made by an agent, employee or representative is specially included within this written agreement, it shall not be enforceable by the Purchaser.  
The Seller makes no warranty of merchantability in respect to the goods sold under this agreement. Seller makes no warranty that the goods sold under this agreement are fit for any particular purpose.
6. Purchaser agrees at all times to indemnify and save harmless Seller and manufacturers of equipment from and against all loss, cost, damage, expense, claims, demands, suits and causes of action whatsoever alleged or asserted by any person, firm or corporation, for, on account of, or in connection with, the installation, condition, maintenance, use or operation of the machinery or equipment and/or leasehold improvements and/or fixtures covered by this agreement. In the event suggestions are given by the Seller or its agents to the Purchaser with respect to matters having to do with such things as securing of location, lease, permits and licenses, contracting and installation of equipment, such suggestions will in every case be given as advice to and for the guidance only of the Purchaser, who retains sole responsibility for all decisions or actions required for putting into operation equipment purchased from Seller and neither the Seller nor its agents are in any way assuming liability or responsibility in making such suggestions.
7. Purchaser acknowledges that Seller specifically neither guarantees any income nor profits from the use of the equipment, nor agrees to repurchase the equipment for any reason what so ever. Seller represents that there is no charge for any marketing, training program, or trademark license granted in connection with this sale.
8. The finance charge used to compute the monthly payments on the reverse side of this agreement are those obtainable by Seller at the time this agreement was prepared. Because there are fluctuations from time to time in finance charges, Seller cannot guarantee that this finance charge will be correct at the time the equipment covered by this agreement is delivered or installed. Therefore, the rate obtainable by seller at the time of installation is completed on the delivery is made shall apply to the principal amount being financed provided it generally conforms to the then current industry-side rate for such charges.
9. If the Seller, or its assigns finance the equipment, the following is an additional insurance requirement to those set forth on the Security Agreement Retail Installment Contract. Purchaser agrees to carry vandalism and malicious mischief insurance. Purchaser, also, agrees that the values on all insurance carried shall be such that it complies with the co-insurance requirements of the policy to insure that full compensation in an amount not less than the unpaid portion of the time sale price will be made in the case of full or partial loss.
10. In the event that the Purchaser shall pay this agreement or any part thereof by a promissory note or any other form of security, the provisions hereof shall remain in full force and effect until said note or other obligations shall be paid in full and a breach in the provisions of this agreement or of said obligation shall entitle the holder to exercise all rights reserved herein and/or contained in said other obligation.

INITIALS



GENERAL CONDITIONS

11. Credit: If in Seller's sole and absolute judgment the financial condition of the Purchaser at the time any merchandise is ready for shipment does not justify the terms of payment specified elsewhere in this quotation, the Seller will have the right to set other credit terms or require payment in cash before shipment or delivery. In the event that the Purchaser fails to make payment in accordance with the credit terms applying to any shipment of merchandise, the Seller may at any time thereafter, without liability of any nature or kind to the Purchaser, cancel the agreement arising out of the acceptance of this quotation. When hereinafter the word "agreement" is used the agreement arising out of the acceptance of this quotation is meant.

12. Installation: It is agreed that the Seller shall have no obligation to install any merchandise unless specified in writing on the reverse of this contract.

13. Liquidated Damages: Since it is impractical and extremely difficult to fix actual damages which may arise due to the faulty operation of the equipment or the failure of the installation of the equipment provided, if, notwithstanding the above provisions, there should arise any liability on the part of the Seller, such liability shall be limited to an amount equal to 1 % of the sale price or \$250, whichever is greater. This sum shall be complete and exclusive and shall be paid and received as liquidated damages, and not as a penalty. In the event the Purchaser wishes to increase the amount of liquidated damages, the Purchaser may as a matter of right obtain from the Seller higher limits by paying an additional sum proportioned to the increase in liquidated damages. Purchaser agrees to and shall indemnify and save harmless the Seller, its employees, and agents, for and against all third party complaints, lawsuits and losses alleged to be caused resulting from the use or installation of faulty equipment on Purchaser's premises.

14. Payment and Venue: The parties agree that all sums owing under this contract are due and payable at the office of the Seller located in Broward County, Florida and that all disputes arising from the terms and conditions of this agreement and any action relating to the transaction contemplated hereunder shall be settled in the courts of Broward County, Florida, in the event legal action is instituted by either party.

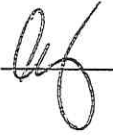
15. All prices quoted are subject to an automatic increase, upon notification to Seller from its supplying manufacturer(s), on a pro-rata basis consistent with any increase from such manufacturer(s). Provided, however, that there shall be no priced increase if the total shipment is delivered within 120 days from the date of this order.

16. Purchaser represents to Seller that Purchaser is not relying on Seller's expertise or on any representations or guarantees of any kind in order to utilize the goods and/or services sold hereunder to begin or continue any business activity.

17. In any claim or action relating to or arising from this agreement, parties hereby irrevocably waive trial by jury.

18. Except as set forth herein, each party shall bear its own attorneys fees and costs.

INITIALS



TWIN TOWERS HOMEOWNERS ASSOCIATION, INC.

Written consent of the Board of Directors  
of Twin Towers Homeowners Association, Inc.

Action taken in lieu of a meeting of the Board of Directors of Twin Towers Homeowners  
Association, Inc. pursuant to Florida Statutes

**Action by directors without a meeting.**

(1) Unless the articles of incorporation or the bylaws provide otherwise, action may be taken prior to a Board of Directors meeting and action ratified at the next scheduled Board of Directors meeting.

(2) Action taken under this section is effective when a majority of the Board Members sign this consent.

(3) A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

**THE UNDERSIGNED** being members of the Board of Directors of Twin Towers Homeowners Association, Inc. (hereinafter referred to as the "Association" hereby consent to, authorize, adopt and approve the following action by written consent in lieu of a meeting of the Board of Directors of the Association. This action shall be ratified at the next scheduled meeting of the Board of Directors and this written consent shall be attached to the minutes.

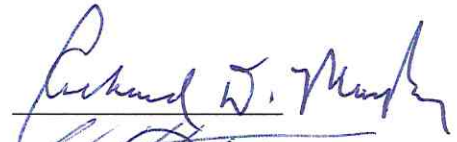
**THE FOLLOWING ACTION IS BEING REQUESTED:**

Accept proposal from Roofing Incorporated to repair South Building roof as described in proposal of September 23, 2020. Total cost of \$15,415.

The following authorization by signature:


Richard Murphy, President:

yes or no



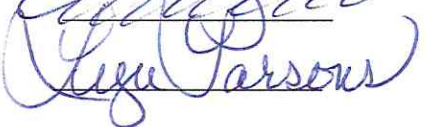
Mike Naumann, Vice-President:

yes or no



C. Lyn Parsons, Secretary:

yes or no



Anthony Jorge, Treasurer:

yes or no

\_\_\_\_\_

Karen Patrick, Director

yes or no

\_\_\_\_\_

Above action ratified at the next regularly scheduled Board of Directors Meeting.

\_\_\_\_\_  
Richard Murphy, President

9/23/2020  
Date

# Roofing Incorporated CCC1330442

Experience Matters

Florida's Premiere Commercial Roofing Contractor

Committed to Quality

---

**To:**

Ms. Launa Young  
Twin Towers Homeowners Association  
(321) 783-2435

**Job Name:**

Twin Towers South Building

**Address:**

2020 N. Atlantic Ave.  
Cocoa Beach, FL 32931

**Date:**

September 23, 2020

**Reference:**

Repair Proposal – Maintenance Agreement

---

Page 1 of 6

We are pleased to submit the following proposal for your consideration on the above referenced premises as follows. We agree to provide all labor, material, tools, equipment and proper insurance with excess liability of eleven (11) million dollars.

**PERMITTING AND TESTING**

Permitting and testing that is required to secure a roofing permit is included in our bid proposal. The following test will be completed in order to pull your permit only for re-roofs and re-covers:

- Engineered signed and sealed design wind pressure calculation.
- Florida Product Approval NOA for the proposed system.
- Roof plan with elevations of deck and parapet walls.
- Perform moisture scan in accordance with 2014 Florida Building Code 5th Edition - Testing Application Standard TAS 126-95.1.
- Perform fastener test procedure for field withdrawal resistance in accordance with 2014 Florida Building Code 5th Edition - Testing Application Standard TAS 105-95.1.
- Provide roof attachment and engineered fastening pattern in accordance with ASCE 7-10 and 2014 Florida Building Code 5th Edition Roof Application Standard RAS 117.
- Notice of Commencement filing with the county and fees before the start of the project.

**WORK SCOPE**

**PREPARATORY WORK**

1. Remove roofing debris and cart away to the local dump site or landfill.
2. Clean the entire roof. Remove all dirt, debris and thoroughly inspect.

**SCOPE OF WORK OVER PRVIOUSLY REPAIRED AREA**

Remove previous installed 60 mil TPO membrane, adhered to existing 80 mil membrane and install new secure rock cover board, if needed fastened into the concrete deck with corrosion resistant #15 screws and plates meeting or exceeding design wind pressures as needed. While abiding to Florida Building Codes. Install 80 mil TPO membrane over cover board. All seams to be heat welded probed during

application with 100% membrane adhesion to cover board. The above work will be performed by trained men proficient in this type of work.

Roofing Incorporated is an approved applicator of all types of single manufactures.

**VERTICAL PARAPET WALL FLASHING AT REPAIRED AREA**

Furnish and install fully adhered TPO membrane 18" up parapet wall. Flashing to be secured to wall using aluminum termination bar attached to wall, per the manufacturer's recommendations. All sheets to be adhered and seams heat welded.

**NORTH ELEVATOR REPAIRS**

Power wash South and East walls. Removing all loose stucco and foreign debris and allow to dry.

Furnish and install Sikagard or equal waterproofing sealant to walls mentioned above, per manufactures recommendations.

Remove existing metal drip edge at top of elevator and haul away.

Custom fabricate and install aluminum cleat and TPO coated drip edge, mechanically attached to wood blocking. Making sure new drip edge is wider than one removed covering old cracks. Apply polyurethane caulk to underside of drip edge sealing to wall.

Furnish and install new TPO cover tape set in primer and adhered to existing membrane and caulking both sides to seal.

**REPAIR ROOF AT NORTH EAST SIDE 4x20**

Remove existing 60 mil TPO membrane, wet plywood and any deteriorated EPS insulation. Install new plywood fastened into the concrete deck with corrosion resistant #15 screws and plates meeting or exceeding design wind pressures as needed. Install 80 mil TPO membrane fully adhered over plywood with 100% membrane adhesion to plywood. . All seams to be heat welded and probed during application. The above work will be performed by trained men proficient in this type of work

Furnish and install TPO cover tape to existing outer edge flashing adhered with primer and both sides caulked to seal.



### MISCELLANEOUS INSTALLATIONS

1. Clean out and refill Pitch pans with Liquid Flashing system. Top off.
2. Remove deteriorated caulking at all pipe penetration's using a polyurethane caulk.
3. Make necessary repairs too all existing loose flashings membranes and check all heat welded seams for proper adhesion.
4. Apply corrosion resistant paint to all rusted drain rings and strainers to prevent further rusting.
5. Furnish and install new TPO safety yellow walkway pads, adhered to existing membrane with all seams heat welded.
6. Digitized roof drawing and photographs depicting work areas and details for this work scope are attached.

### RECOMMENDED ADD – PREVENTIVE / PROACTIVE MAINTENANCE PROGRAM

The following Preventive Maintenance Program/Contract will meet the guidelines of your **Manufacturers requirements** and procedures. The following roofs named on this contract will have these maintenance items maintained once (annually) in a twelve (12) month period:

1. Fill and crown all penetration pockets with liquid flashing to prevent any further deterioration.
2. Apply a polyurethane sealant to all storm collars and the stainless steel compression clamps located at pipe leads and heat vents.
3. Inspect the perimeter parapet wall and curb base flashings for any voids in the seams. If such defects are found, the flashing will be repaired by sealing the void with recommended material.
4. Continuous bed of compatible mastic or torch-applying A.P.P. modified cap sheet over the seam. Repair method will depend on the applicable flashing system currently installed.
5. Remove all debris from the surface of the roof system and drainage areas and dispose of properly. Check the clamping ring in the drain bowl assembly for proper compression and tighten drain bolts as necessary. **Note:** Removal of abandoned equipment, property or materials or other unusual objects is the Building Owner's responsibility.
6. Apply a reflective aluminum coating to all vent stack leads, all-purpose vents, curb and parapet wall base flashing laps and drain sump areas.

7. Apply a polyurethane sealant to the following sheet metal items as necessary: coping cap metal, surface mounted counterflashing, termination bars, gutter joints, exterior scupper cover plates and conductor heads if accessibility permits such an application.
8. Visually inspect the coping cap metal and counterflashings for any loose or missing fasteners. If any fasteners are loose, they will be tightened or replaced as necessary. Additional fasteners will be added where missing fasteners are located.
9. Provide owner with written inspection report and digital photos of deficiencies. If we find conditions that need repair beyond the scope of preventative maintenance set forth in this agreement, we may provide recommendations and proposals for your consideration.
10. Proper maintenance of the roof will help extend its service life and prevent leaks. However, this maintenance contract is not a contract of insurance or guarantee against leaks or other roofing issues and unless separately agreed to in writing between the parties, is limited to the scope of services described above. **This preventative maintenance agreement does not cover maintenance or repairs to any portion of the building other than the roofing system installed by Roofing Incorporated and, without limitation, specifically excludes maintenance or repairs to masonry components and/or their cladding, windows, structural cracks, and physical damage by others.** Repair of leaks or damage to the roofing system caused in whole or in part by Owner's failure to maintain other components of the building are not covered under this agreement.
11. The term of this contract is three (3) years.
12. Cost per year: \$1,575.00 (One Thousand Five Hundred Seventy Five Dollars)
13. Total cost for three (3) year contract: \$4,725.00 (Four Thousand Seven Hundred Twenty Five Dollars)

Note: Upon acceptance of this preventative maintenance alternate, no payment is required. A separate invoice will follow upon completion of the first service.

*Note: Proposal excludes re-coating canopy's.*

**WARRANTY**

Three (3) year guarantee on labor by Roofing Incorporated with above maintenance agreement.

**QUOTATION INCLUDING MAINTENANCE AGREEMENT**

FOR THE SUM OF:.....	\$ 17,215.00
(Seventeen Thousand Two Hundred Fifteen Dollars)	- 1800 -
	<u>\$15,415</u>

**ALTERNATE ADD #1 Waterproof Canopy's**

Power wash all canopy's. Removing all loose stucco and foreign debris and allow to dry.

Furnish and install Sikagard or equal waterproofing sealant to walls mentioned above, per manufactures recommendations.

**QUOTATION**

FOR THE SUM OF: .....  
(Twelve Thousand Five Hundred Dollars)

*Decline 9/30/20*  
*[Signature]*

\$12,500.00

**TERMS OF PAYMENT**

Progress payments based on percentage of completion as follows.

- a. 50% Fifty percent upon signing of contract and delivery of permit or NOC.
- b. 40% Forty percent when reaching 90% completion.
- c. 10% completion retainage to be paid upon final, warranties and Final Releases of Lien.

**ATTENTION PROPERTY OWNERS - DON'T JEOPARDIZE YOUR INSURANCE**

We are fully and properly insured, in addition with our base coverage of 1 million, 2 million aggregate, we also carry an additional \$10,000,000 in excess coverage. Proof of insurance will be sent upon request. It is in the best interest of the owner to make sure a contractor carries the amount of insurance as stated above and ask for proof.

We have financing partners that can provide financing for any size job. Please let us know if you are interested and we can provide the information upon request.

Please be advised that the amount quoted in this proposal has been reduced by the amount of any applicable rebates. The contractor shall receive all rebates, in which Owner agrees to execute any documents necessary for the contractor to recover payment for same.

Our work is done in a workmanlike manner by trained, qualified mechanics using the latest technical equipment for the job. During the course of the job the progress, workmanship and housekeeping is documented and reviewed by management for quality control. As always, ROOFING INCORPORATED is "Committed to Quality".

Customer/Owner acknowledges that during the course of the roof removal process it is possible for debris, including but not limited to, insulation or roofing fabric, to fall inside the structure. Roofing Incorporated will use its best efforts to minimize such an occurrence. However, the parties stipulate and agree. Roofing Incorporated shall not be liable for any claim, loss, or damage associated with debris falling inside the structure during the roof removal process regardless of the cause. Customer/Owner shall keep all persons or property free and clear from under the work area in order to minimize any potential claim, loss, or damage.

Extended guarantees are available with a maintenance program.

Safety and protection of the property is our concern and we take precautions to protect people and property from damage or injury during the course of the job. All work areas will be cleaned daily and equipment will be removed immediately upon completion of work.

**Notice to Owner:** Due to extreme volatility in single-ply, asphalt, insulation and steel product prices, the price set forth in this proposal/contract applies only to orders for asphalt, insulation and steel products that are ordered and paid for within thirty (30) days of the date of this proposal/contract. All other orders shall be subject to change based upon change in the price of asphalt, insulation and steel related products charged to Roofing Incorporated. **Roofing Incorporated shall either pay for all materials within this time period, OR adjust the bid to accommodate their intended method of payment OR notify the Owner in writing when pay request is subject to an up-charge.**

Thank you for the opportunity to bid on this work. Should you have any questions or require any additional information, please do not hesitate to call.

---

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Authorized Signature: \_\_\_\_\_ Mark Roney \_\_\_\_\_  
Mark Roney

NOTE: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ Thirty (30) \_\_\_\_\_ days.  
Owner is responsible for asbestos testing and related cost to remove.

---

**Acceptance of Proposal**

The undersigned as (check one)  Owner  *Authorized agent of Owner* hereby accepts and agrees to the prices, specifications and conditions indicated above and on the reverse side of this contract.

Accepted: Richard Murphy, President Signature: Richard D. Murphy

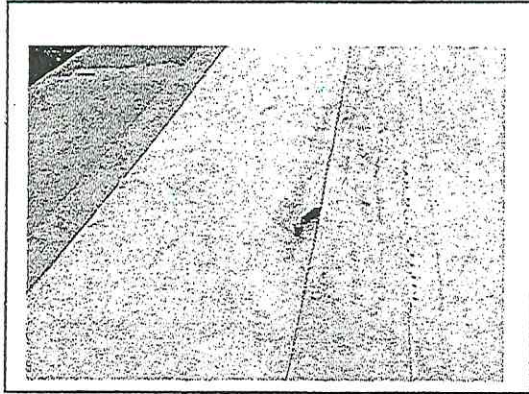
Date: 10-1-2020 Signature: \_\_\_\_\_

State License: CCC1330442

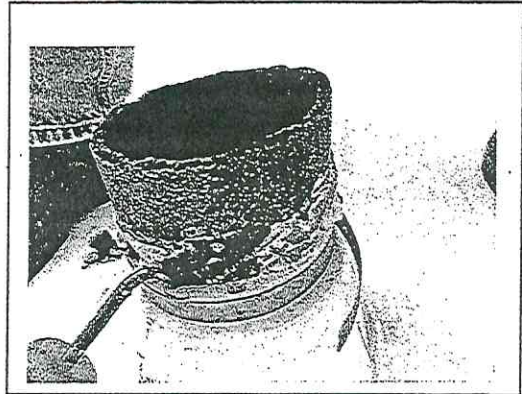
# Roofing Incorporated

"Committed to Quality"

2774 N Harbor City Blvd. Melbourne FL 32953  
(321) 242-9760 cell (321) 626-1021

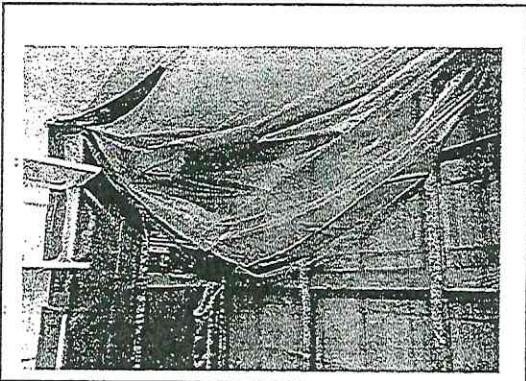


TPO failed seam at NE Perimeter.

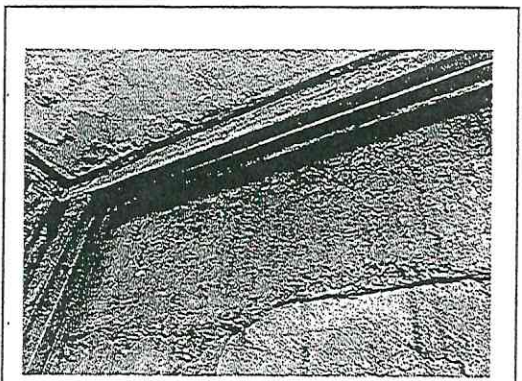


Caulk is failing at all soil plumbing stacks

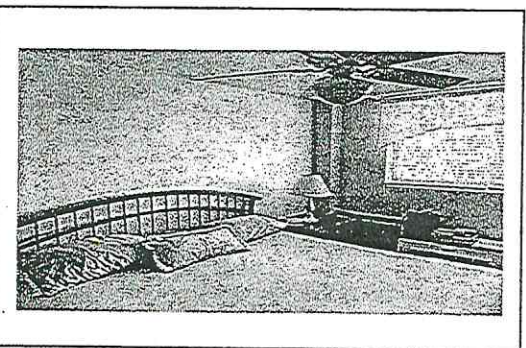
*+ vent hood.*



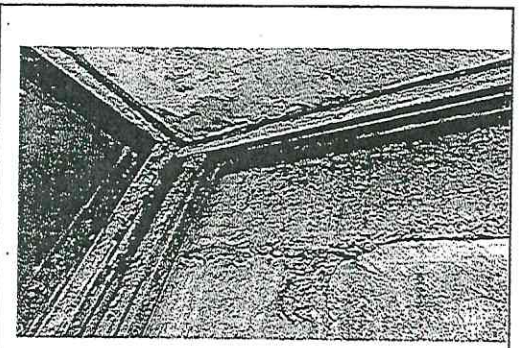
Water Damage in Condo 610



Water Damage in Condo 610



Water leaking behind head board



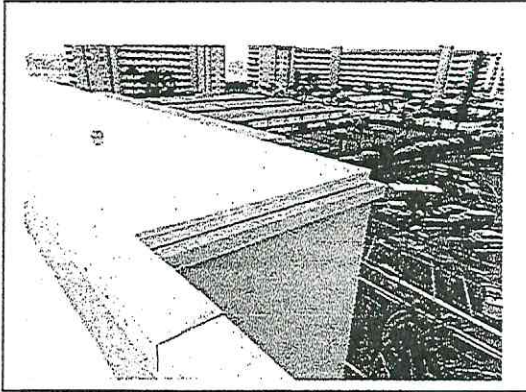
Water Damage wall in closet

# Roofing Incorporated

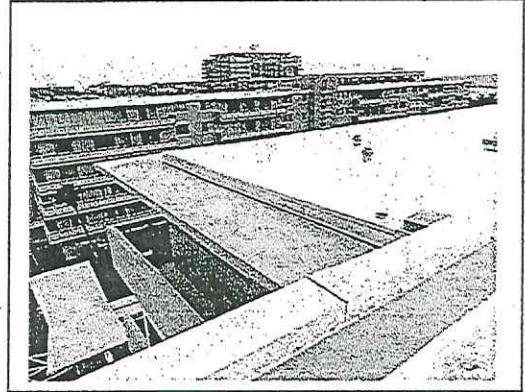
*"Committed to Quality"*

2774 N Harbor City Blvd. Melbourne FL 32953  
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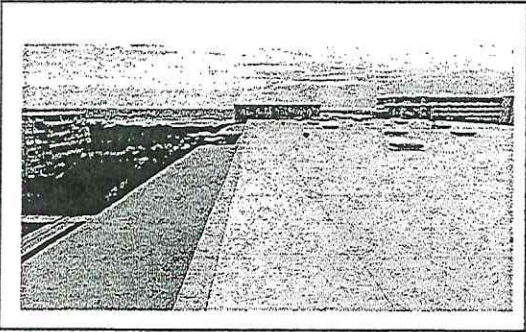
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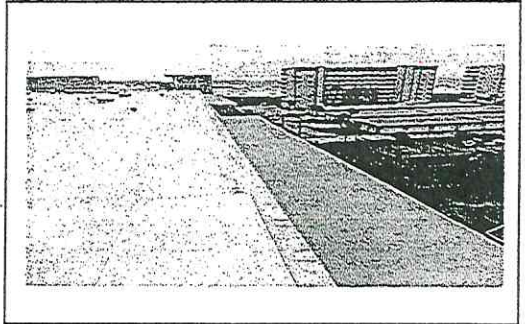
Over View



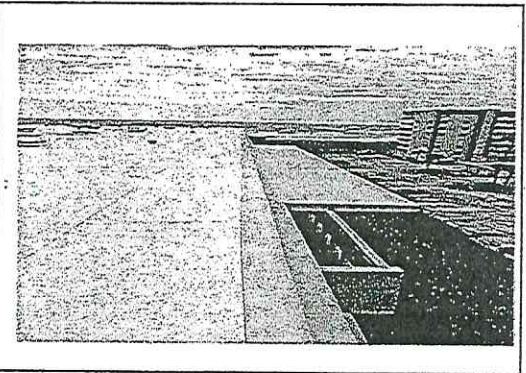
Canopy over View



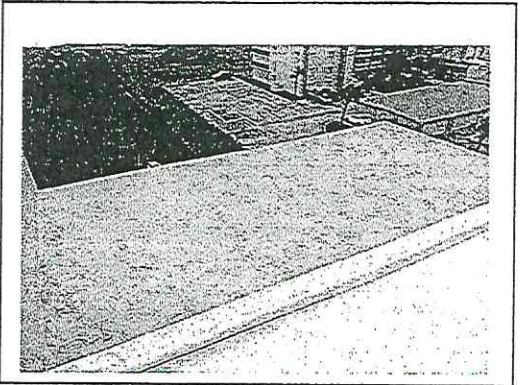
Canopy over View



Canopy over View



Canopy over View

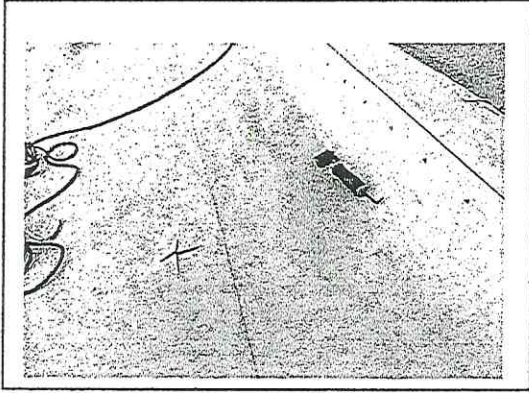


Canopy over View

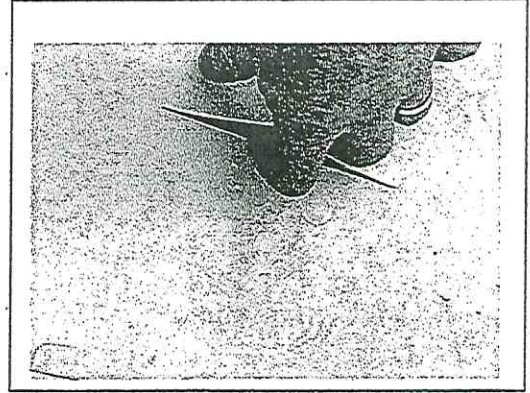
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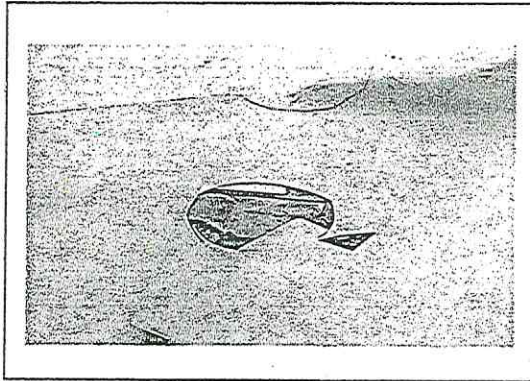
2774 N Harbor City Blvd. Melbourne FL 32953  
(321) 242-9760 cell (321) 626-1021



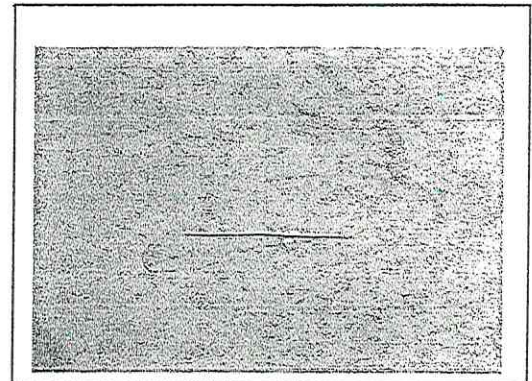
Water trap under previous repair



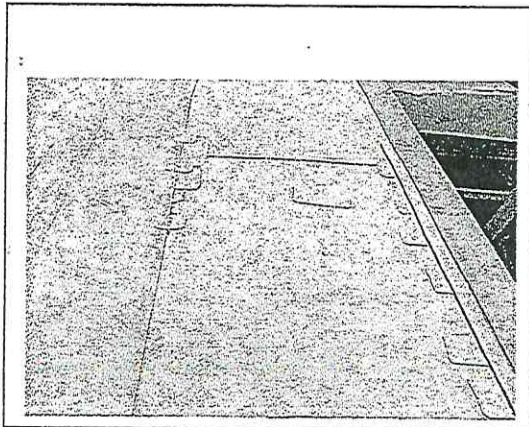
Water trap under previous repair



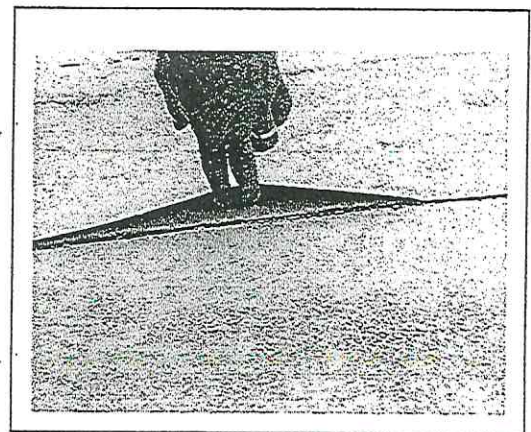
Water trap under previous repair



Water trap under previous repair



Deteriorated Plywood at NE Perimeter.  
Notice all patches from previous repair..

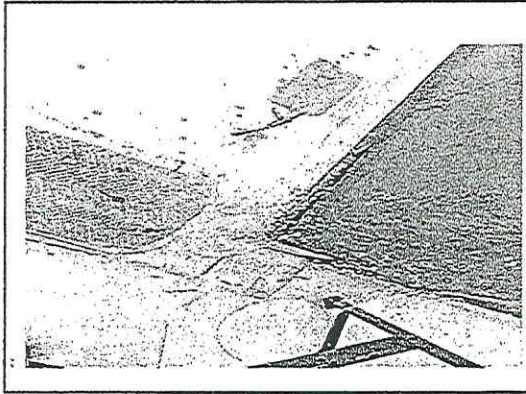


TPO failed seam at NE Perimeter. Reason  
for Deteriorated Plywood

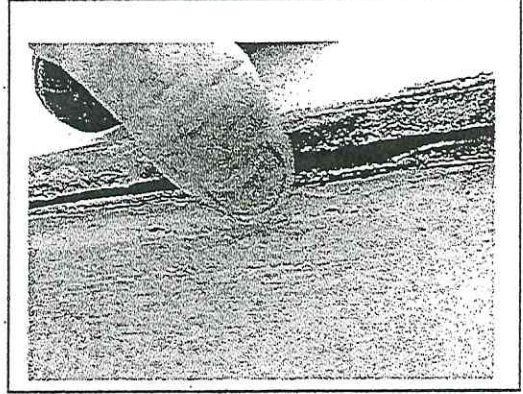
# Roofing Incorporated

*"Committed to Quality"*

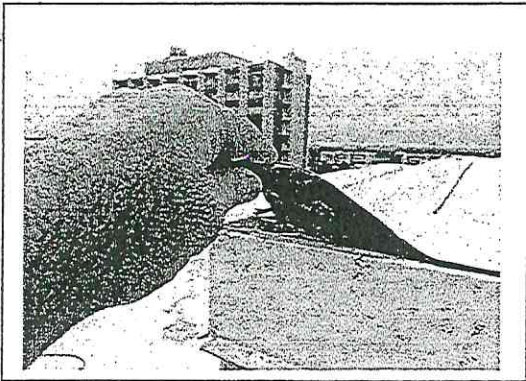
2774 N Harbor City Blvd. Melbourne FL 32953  
(321) 242-9760 cell (321) 626-1021



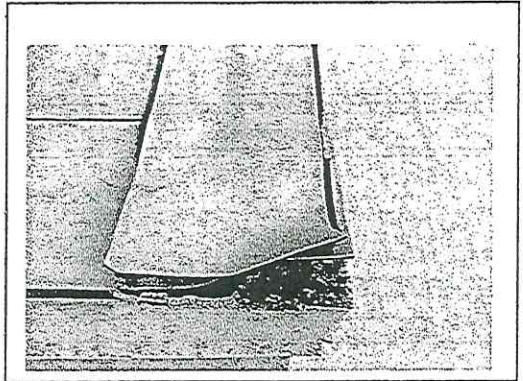
Dried out loose caulk at North Elevator



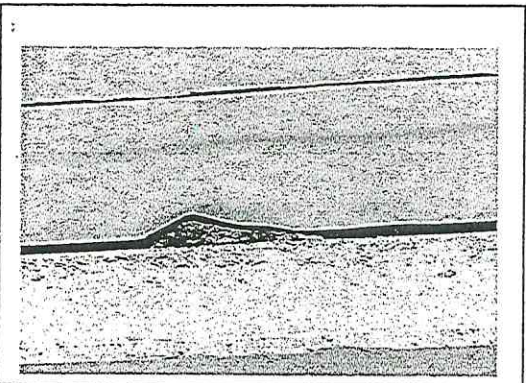
Loose Drip Edge at North Elevator



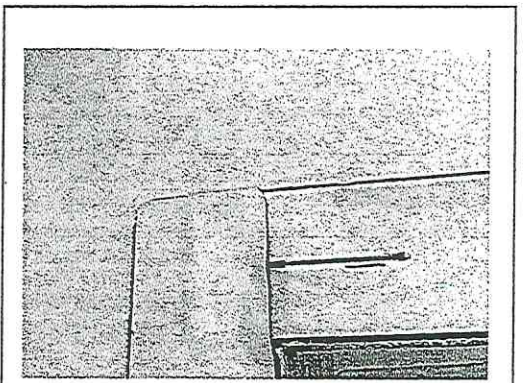
Loose cover tape at North Elevator Roof



Loose cover tape at North Elevator Roof



Loose cover tape at North Elevator Roof



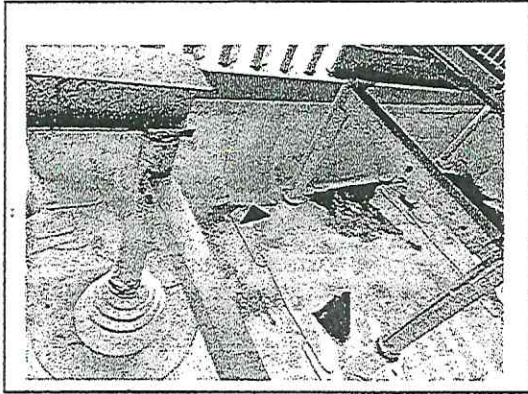
Loose cover tape at North Elevator Roof



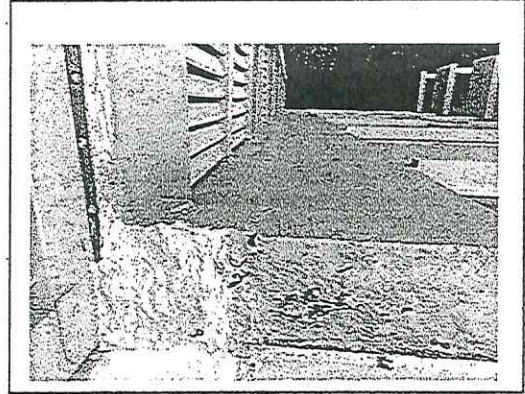
# Roofing Incorporated

*"Committed to Quality"*

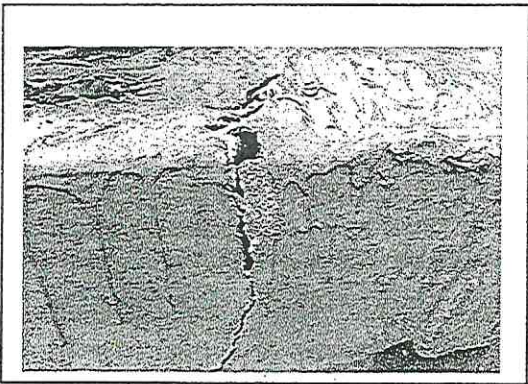
2774 N Harbor City Blvd. Melbourne FL 32953  
(321) 242-9760 cell (321) 626-1021



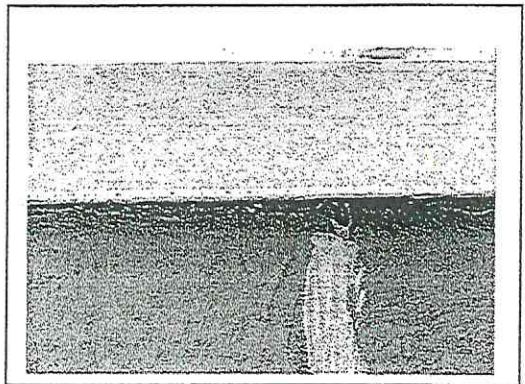
Inside of North Elevator A/C Stands



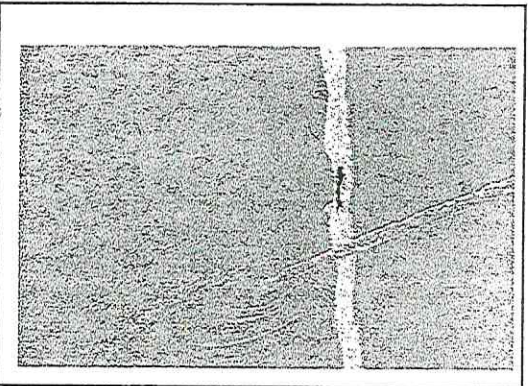
Failing Caulk North Elevator



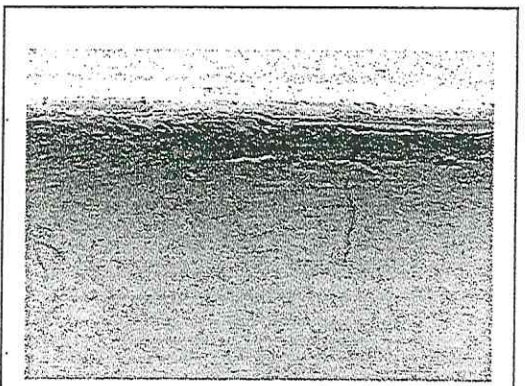
Cracked Concrete by North Elevator



Cracked Stucco at North Elevator



Cracked Stucco at North Elevator



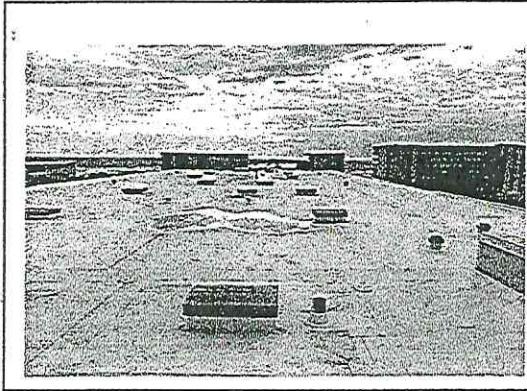
Cracked Stucco at North Elevator

# Roofing Incorporated

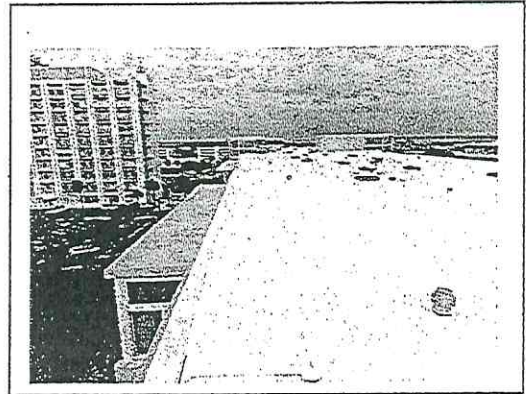
*"Committed to Quality"*

2774 N Harbor City Blvd. Melbourne FL 32953  
(321) 242-9760 cell (321) 626-1021

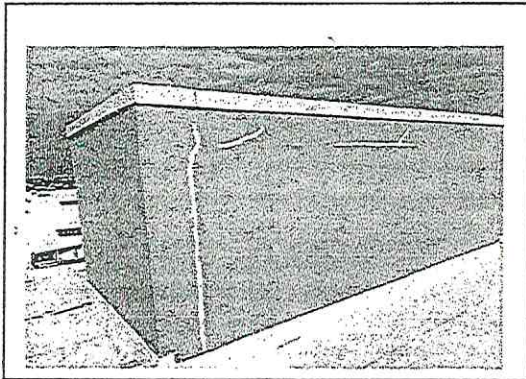
## Project: Twin Towers South Cocoa Beach



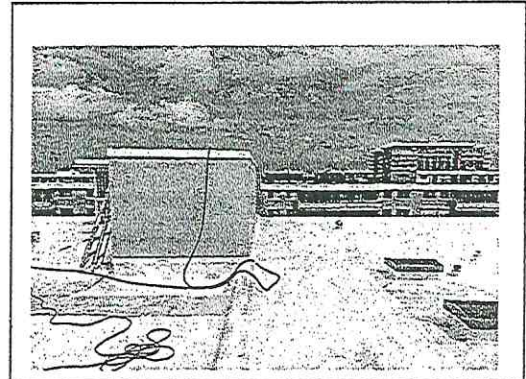
West Side Looking East



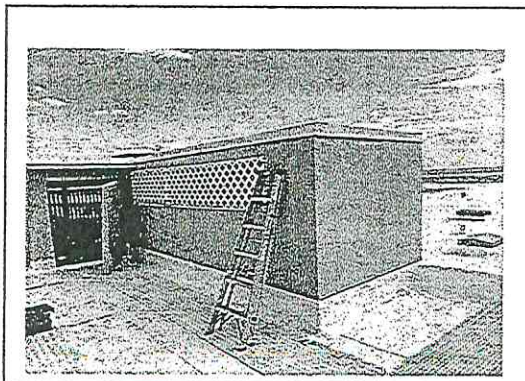
East Side Looking West



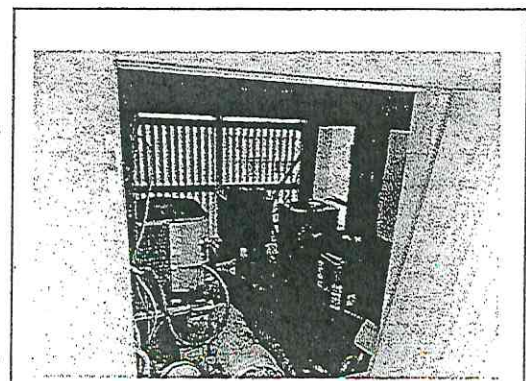
North Elevator Looking West



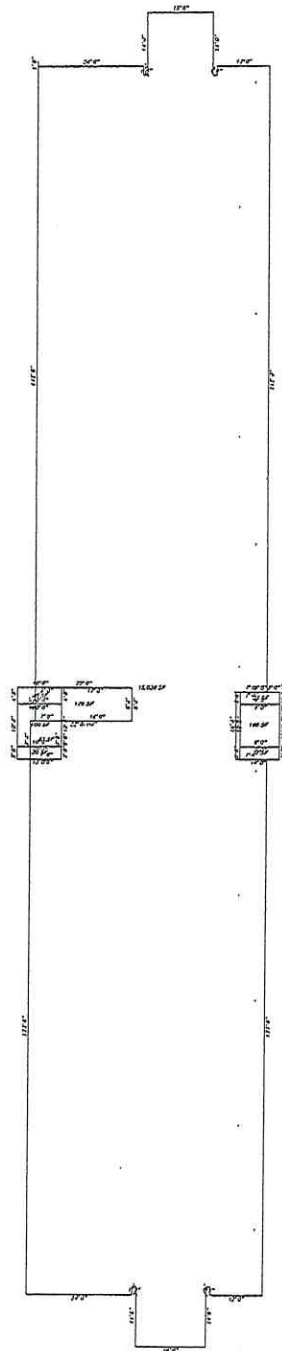
North Elevator Looking North



North Elevator Looking East



Looking Inside North Elevator



Is there a history of leaks?

Unknown,

Location:

leaking now over condo 610.

**Recommendations:**

- Remove existing failed 60 mil TPO roof repair at elevator wall.
- Remove existing 80 mil TPO membrane, by elevator walls and expansion. Approximately 6x54
- Install new 80 mil fully adhered TPO, re-flash surrounding walls, install new counter flashing.
- Power wash North East elevator walls, removing all loose materials.
- Apply 2-part water proofing sealant, ready for new paint to match.
- Custom fabricate and install new aluminum edge metal flashing on top of North elevator roof. Strip in with TPO cover tape.
- Remove existing TPO membrane and deteriorated plywood wood at North East side, mechanically attach new plywood into existing concrete deck. Fully adhere new TPO membrane in place of. Strip in edge metal with TPO cover tape.
- Remove existing deteriorated caulk at all pipe penetrations and re-caulk to seal.
- Remove existing caulk at remaining elevator walls and re-caulk.
- Fix remaining minor repairs as needed.

Surveyed By: Roofing Incorporated Mark Roney

Budget: \_\_\_\_\_

Date: 9/23/2020

Client: Twin Towers Home Owners Association  
 Property: Twin Towers  
 Address: 2020 N Atlantic Ave.  
 City: Cocoa Beach  
 Roof Area: 15,750 Sf  
 Survey Date: September 22, 2020

City: Cocoa Beach State: FL  
 Contact: Launa Young  
 Phone: (321) 783-2435  
 State: FL Zip: 32931  
 Weather: \_\_\_\_\_  
 Temperature: 86 F

## EXISTING ROOF ASSEMBLY

CORE <u>1</u> <input type="checkbox"/> Dry <input type="checkbox"/> Damp <input checked="" type="checkbox"/> Wet	CORE <u>2</u> <input checked="" type="checkbox"/> Dry <input type="checkbox"/> Damp <input type="checkbox"/> Wet	CORE <u>3</u> <input checked="" type="checkbox"/> Dry <input type="checkbox"/> Damp <input type="checkbox"/> Wet
Deck Type: <u>Concrete</u>	Deck Type: <u>Concrete</u>	Deck Type: <u>Concrete</u>
Vapor Retarder: <u>None</u>	Vapor Retarder: <u>None</u>	Vapor Retarder: <u>None</u>
Insulation: <u>Tapered EPS</u>	Insulation: <u>EPS</u>	Insulation: <u>Loose Laid Tapered EPS with Plywood attached at primer membrane fully adhered.</u>
Membrane: <u>60 mil TPO Adhered to existing membrane.</u>	Membrane: <u>80 mil TPO Wind Vented System</u>	Membrane: <u>80 mil TPO Wind Vented System</u>
Bitumen: <u>N/A</u>	Bitumen: <u>N/A</u>	Bitumen: <u>N/A</u>
Surfacing: <u>None</u>	Surfacing: <u>None</u>	Surfacing: <u>None</u>

Rating Key: 1 – Good Condition; 2 – Monitor Condition Periodically; 3 – Emergency Repair Required; 4 – Permanent Repair or Replacement

Supporting Structure	Condition Status	Comments	Photo #
A. Exterior Walls	3	North Elevator Walls Needing Repair	
1. Expansion/Contraction	1		
2. Settlement Cracks	3		
3. Deterioration	3		
4. Moisture Stains	3		
5. Physical Damage	4		
6. Other			
B. Interior Walls	4	Leaks in Condo 610 damage drywall	
C. Interior Roof Deck	1		
II. Roof Condition			
A. General Appearance	1		
1. Debris	1		
2. Drainage	1		
3. Physical Damage	3	Deteriorated plywood at NE side	
4. General Condition	1		
5. New Equipment/Alterations	11		
6. Other			
B. Surface Condition	1		
1. Bare Spots			
2. Surface Coating Degradation			
3. Alligatoring/Cracking of Asphalt			
4. Slippage			
5. Ponding % and Time Exist	2	Ponding above roof drain on East side.	
6. Other			
C. Membrane Condition	1		
1. Blistering			
2. Splitting			
3. Ridging			
4. Fishmouthing			
5. Loose Laps			
6. Punctures			
7. Securement to Substrate			
8. Fasteners			
9. Other			



TWIN TOWERS HOMEOWNERS ASSOCIATION, INC.

Written consent of the Board of Directors  
of Twin Towers Homeowners Association, Inc.

Action taken in lieu of a meeting of the Board of Directors of Twin Towers Homeowners  
Association, Inc. pursuant to Florida Statutes

Action by directors without a meeting.

(1) Unless the articles of incorporation or the bylaws provide otherwise, action may be taken prior to a Board of Directors meeting and action ratified at the next scheduled Board of Directors meeting.

(2) Action taken under this section is effective when a majority of the Board Members sign this consent.

(3) A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

THE UNDERSIGNED being members of the Board of Directors of Twin Towers Homeowners Association, Inc. (hereinafter referred to as the "Association" hereby consent to, authorize, adopt and approve the following action by written consent in lieu of a meeting of the Board of Directors of the Association. This action shall be ratified at the next scheduled meeting of the Board of Directors and this written consent shall be attached to the minutes.

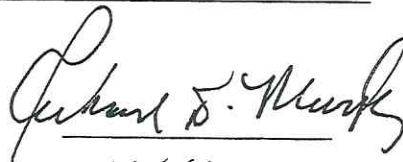
THE FOLLOWING ACTION IS BEING REQUESTED:

Recognizing that our staffing is the most important resource to a well-run property, the Association hereby requests the Board authorize the payment of 100% of the health insurance benefit for its staff beginning July 1, 2020. The additional cost of this benefit would be \$800 per month over our current budgeted expense.

The following authorization by signature:

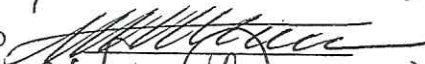
Richard Murphy, President:

yes or no



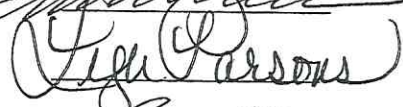
Mike Naumann, Vice-President:

yes or no



C. Lyn Parsons, Secretary:

yes or no



Anthony Jorge, Treasurer:

yes or no



Karen Patrick, Director

yes or no

\_\_\_\_\_

Above action ratified at the next regularly scheduled Board of Directors Meeting.

Richard Murphy, President

Date

4/30/2020

TWIN TOWERS HOMEOWNERS ASSOCIATION, INC.

Written consent of the Board of Directors  
of Twin Towers Homeowners Association, Inc.

Action taken in lieu of a meeting of the Board of Directors of Twin Towers Homeowners  
Association, Inc. pursuant to Florida Statutes

Action by directors without a meeting.

(1) Unless the articles of incorporation or the bylaws provide otherwise, action may be taken prior to a Board of Directors meeting and action ratified at the next scheduled Board of Directors meeting.

(2) Action taken under this section is effective when a majority of the Board Members sign this consent.

(3) A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

THE UNDERSIGNED being members of the Board of Directors of Twin Towers Homeowners Association, Inc. (hereinafter referred to as the "Association" hereby consent to, authorize, adopt and approve the following action by written consent in lieu of a meeting of the Board of Directors of the Association. This action shall be ratified at the next scheduled meeting of the Board of Directors and this written consent shall be attached to the minutes.

THE FOLLOWING ACTION IS BEING REQUESTED:

Approve Change Order to Concrete Restoration Inc. contract to include the "09, 11, 15, 17" stack of balconies to the existing restoration. Total amount of change order is \$160,687 to be scheduled in Fall, 2020. The Association's current reserve balance for Building & Fixed Structures is \$171,735.55.

The following authorization by signature:

Richard Murphy, President:

yes or no

Richard G. Murphy

Mike Naumann, Vice-President:

yes or no

C. Lyn Parsons, Secretary:

yes or no

C. Lyn Parsons

Anthony Jorge, Treasurer:

yes or no

Karen Patrick, Director

yes or no

Above action ratified at the next regularly scheduled Board of Directors Meeting.

Richard Murphy, President

8/31/2020  
Date



Re: Concrete/Laundry Equipment

From: Karen Patrick (kadizub@hotmail.com)

To: twintowersmanager@yahoo.com

Date: Tuesday, September 1, 2020, 5:19 PM EDT

Hi Launa,

Hope you are well. Sorry I have just gotten to this. I moved to the east coast and just got my internet connected today.

**THE FOLLOWING ACTION IS BEING REQUESTED:**

Approve Change Order to Concrete Restoration Inc. contract to include the "09, 11, 15, 17" stack of bal the existing restoration. Total amount of change order is \$160,687 to be scheduled in Fall, 2020. The Association's current reserve balance for Building & Fixed Structures is \$171,735.55.

The following authorization by signature:

Richard Murphy, President:  yes or no

Mike Naumann, Vice-President:  yes or no

C. Lyn Parsons, Secretary:  yes or no

Anthony Jorge, Treasurer:  yes or no

Karen Patrick, Director  yes or no



Above action ratified at the next regularly scheduled Board of Directors Meet

I won't be seeing you this winter due to COVID.....come on vaccine!

Karen Patrick

Sent from my iPad

On Aug 31, 2020, at 2:19 PM, Launa Young <twintowersmanager@yahoo.com> wrote:

Re: Concrete/Laundry Equipment

From: Michael Naumann (mnaumann65@gmail.com)

To: twintowersmanager@yahoo.com

Date: Monday, August 31, 2020, 3:07 PM EDT

Hi Launa:

I am having trouble with my Printer and cannot print, sign attachments and return. However, you have my permission to sign my name on each attachment as shown, if applicable:

I, Michael Naumann, VP of the the Board of Directors, do hereby accept the Attachments as presented via this email, to approve going forward with the Balcony Extensions for 2020 and 2021 and for the plans to update two units per the Attachment for Washer/Dryer expenditure purposes.

Approved this Day, August 31, 2020 at 2:05 PM.

Michael Naumann  
VP- TTHOA Board Member

On Mon, Aug 31, 2020 at 12:19 PM Launa Young <twintowersmanager@yahoo.com> wrote:

Greetings All!

We are currently working on the budget and will schedule a meeting to review shortly; however, we have some items that need to be addressed to keep our work schedule moving....

I have attached the Fall Concrete Restoration

proposal, which needs approval so they can pick a final start date. The costs is within \$10,000 of my projected costs for the work, so I believe is a fair cost. Technically, we would be required to get proposals; however, the work is being done

as a "change order" to our recent concrete work since we know we want to use Concrete Restoration Inc.

The other document is the request to order the 5th floor North Building washer & dryer and the 3rd floor dryer.

I'm looking into "Zoom" for future meetings, to allow for the Board to meet allowing for "social distancing".

Please let me know if you have any questions.

Thank you,

*Launa Young*

Launa Young, Manager

Twin Towers HOA, Inc.

2020 N. Atlantic Ave.

Cocoa Beach, FL 32931

(321) 783-2435

# CHANGE ORDER

OWNER

ENGINEER

CONTRACTOR

AIA DOCUMENT G701 - 2017

PROJECT: (name and address)  
Twin Towers Condominium  
2020 N. Atlantic Ave.  
Cocoa Beach, FL 32931

CONTRACT INFORMATION:  
Concrete Repair to South Building

CHANGE ORDER INFORMATION:

Change Order Number: 2  
Date: 4/30/20

OWNER: (name and address)  
Twin Towers Condominium Assoc.  
2020 N. Atlantic Ave.  
Cocoa Beach, FL 32931

ARCHITECT: (name and address)  
Existing Structures Engineering  
102 Columbia Dr.  
Cape Canaveral, FL 32920

CONTRACTOR: (name and address)  
Concrete Restoration, Inc.  
2935 Bush Dr.  
Melbourne, FL 32935

The Contract is changed as follows:

The following is for the additional work on the north building from stack 9 thru stack 17. Same scope of work and specifications from Existing Structures Engineering from south building. Pricing has been adjusted due to material costs.

Repair Item - Unit Prices	Quantities	Unit	Unit Price	Extended Cost
A. Mobilization & Permit.	1.00	LOT	14,900.00	14,900.00
B. Concrete Repairs				
1. Deck repair	46.80	CF	355.00	16,614.00
2. Interior deck repair	4.01	CF	365.00	1,463.65
3. Thru repair	6.00	CF	385.00	2,310.00
4. Edge repair	30.96	CF	395.00	12,229.20
5. Overhead repair	18.90	CF	460.00	8,694.00
6. Spot repair	2.00	EA	70.00	140.00
7. Crack repair - epoxy		LF	30.00	-
8. Remove/reinstall railings incl new top cap		LF	250.00	-
9. Railing top cap - repair	3.84	CF	500.00	1,920.00
10. New rail post	17.00	EA	200.00	3,400.00
11. Stucco repair		SF	35.00	
C. Replacements:				
1. Balcony (43.17 CF) + block end wall		EA	16,450.00	-
2. Roof overhang (43.17 CF)	3.00	EA	18,977.00	56,931.00
D. Remove/reinstall SGD incl. barrier				
1. 6-0' SGD	2.00	EA	600.00	1,200.00
2. 8-0' SGD	1.00	EA	800.00	800.00
3. 8-0' Barrier only		EA	450.00	-
E. Surface prep - remove various coatings	2,159.50	SF	3.25	7,018.38
F. Surface prep - remove tile	863.80	SF	4.25	3,671.15
G. Coatings				
1. Acrylic coating - full balcony	3,023.30	SF	6.25	18,895.63
H. Remove/reinstall enclosure incl. barrier	7.00	EA	1,500.00	10,500.00
I. Remove / reinstall shutters		LF	25.00	
<b>Total North Bldg x09,x11, x15 x17</b>				<b>\$ 160,687.00</b>

Note: all quantities will be verified by Engineer of Record

continued

The original (Contract Sum) (Guaranteed Maximum Price) was ..... \$ 265,231.28  
 Net change by previously authorized Change Orders..... \$ 1,160.00  
 The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was..... \$ 266,391.28  
 The (Contract Sum is(Guaranteed Maximum Price) will be (increased) (decreased)  
 (unchanged) by this Change Order in the amount of..... \$ 160,687.00  
 The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be..... \$ 427,078.38

The Contract Time will be (increased) (decreased) (unchanged) by..... (120) days. From start of new work  
 The new date of Substantial Completion will be decided once the start date is confirmed.


NOTE: *This Change Order does not Include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

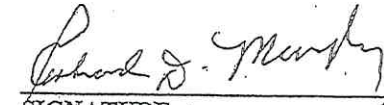
**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER**


Existing Structures Engineering, Inc.  
 ENGINEER: (Firm name)

Twin Towers HOA.  
 OWNER: (Firm name)

Concrete Restoration, Inc.  
 CONTRACTOR: (Firm name)

  
 SIGNATURE  
 Melissa Lomax, PE  
 PRINTED NAME AND TITLE  
 5/5/20  
 DATE

  
 SIGNATURE  
 RICHARD D. Murphy, President  
 PRINTED NAME AND TITLE  
 9-4-2020  
 DATE

  
 SIGNATURE  
 Paul Dupre Jr. President  
 PRINTED NAME AND TITLE  
 4/30/20  
 DATE



CAUTION: You should sign an original AIA document which has this caution printed in red.

An original assures that changes will not be obscured as may occur when documents are reproduced.

**PROPOSED TWIN TOWERS 2021 BUDGET - FULLY FUNDED RESERVES BUDGET**

FLORIDA STATUTE 718.112(2)(f)4,  
 "WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVES USES OF  
 EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF  
 UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS."

MAINTENANCE FEES AND SUNDRY REVENUE	MONTHLY - 2020	ANNUAL BUDGET WITH RESERVES FUNDED @ 100%
Maintenance fees:		
96 one BR units @ \$416.34	\$ 39,969	\$ 479,624
71 two BR units @ \$503.38	\$ 35,740	\$ 428,880
24 oceanfront units @ \$556.99	\$ 13,368	\$ 160,413
Laundry Rooms	\$ 1,083	\$ 13,000
Apartment Rental	\$ 1,000	\$ 12,000
Interest	\$ 0	\$ 0
Miscellaneous Income	\$ 333	\$ 3,999
<b>TOTAL INCOME =</b>	<b>\$ 91,493</b>	<b>\$ 1,097,916</b>
<b>ESTIMATED EXPENSES FOR THE ASSOCIATION</b>		
<b>A. Administration of Association</b>		
Wages & Benefits:		
Office & Maintenance Salaries	\$ 13,333	\$ 160,000
Health Insurance	\$ 2,250	\$ 27,000
Payroll Taxes	\$ 1,048	\$ 12,570
Accounting and Legal	\$ 575	\$ 6,900
Office Expense	\$ 648	\$ 7,780
Telephone	\$ 387	\$ 4,640
Taxes & Licenses	\$ 119	\$ 1,425
Subscriptions & Dues	\$ 8	\$ 100
Car Expense	\$ 54	\$ 650
<b>B. Management Fee</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>C. Maintenance</b>		
Service Contracts:		
Cable TV	\$ 10,000	\$ 120,000
Elevator Maintenance	\$ 800	\$ 9,600
Landscape	\$ 2,600	\$ 31,200
Repairs & Maintenance	\$ 2,667	\$ 32,000
Balcony Repair	\$ 0	\$ 0
Washer Dryer Expense	\$ 83	\$ 1,000
Apartment Expense Taxes	\$ 183	\$ 2,200
Apartment Expense Maintenance	\$ 0	\$ 0
Supplies	\$ 1,467	\$ 17,600
<b>D. Rent for Recreational and other commonly used facilities</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>E. Taxes upon Association Property</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>F. Taxes upon leased areas</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>G. Insurance</b>	<b>\$ 13,042</b>	<b>\$ 156,500</b>
<b>H. Security</b>	<b>\$ 83</b>	<b>\$ 1,000</b>
<b>I. Fire Alarm</b>	<b>\$ 685</b>	<b>\$ 8,220</b>
<b>J. Other Expenses</b>	<b>\$ 0</b>	<b>\$ 0</b>
Electricity	\$ 1,667	\$ 20,000
Gas	\$ 633	\$ 7,600
Water & Sewer	\$ 4,583	\$ 55,000
Trash	\$ 985	\$ 11,820
Pest service	\$ 1,710	\$ 20,524
Uncollected/Bad Debt	\$ 0	\$ 0
Depreciation	\$ 0	\$ 0
<b>J. Fees Paid to Division</b>	<b>\$ 67</b>	<b>\$ 800</b>
	<b>\$ 59,677</b>	<b>\$ 716,129</b>
<b>K. Reserves</b>		
Building Painting	\$ 4,990	\$ 59,880
Building Structure	\$ 9,517	\$ 114,206
Elevators	\$ 2,069	\$ 24,833
Mechanical & Electric	\$ 3,167	\$ 38,006
Laundry Equipment	\$ 1,466	\$ 17,591
Misc. Site Improvements	\$ 4,354	\$ 52,244
Parking Lot Paving	\$ 1,007	\$ 12,079
Roof	\$ 2,890	\$ 34,678
Pool	\$ 1,592	\$ 19,102
Furniture, Fixtures & Equip	\$ 764	\$ 9,169
<b>TOTAL EXPENSES=</b>	<b>\$ 31,816</b>	<b>\$ 381,787</b>
<b>TOTAL FUNDS TO BE RAISED BY ASSESSMENT AND OTHER REVENUE</b>	<b>\$ 91,493</b>	<b>\$ 1,097,916</b>

**TWIN TOWERS 2021 BUDGET - PARTIALLY FUNDED RESERVES BUDGET**

FLORIDA STATUTE 718.112(2)(f)4,  
 "WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVES USES OF  
 EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF  
 UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS."

MAINTENANCE FEES AND SUNDRY REVENUE	MONTHLY - 2020	ANNUAL BUDGET WITH 19.64% OF TOTAL INCOME FUNDING RESERVES
Maintenance fees:		
96 one BR units @ \$336	\$ 32,256	\$ 387,072
71 two BR units @ \$406	\$ 28,826	\$ 345,912
24 oceanfront units @\$449	\$ 10,776	\$ 129,312
Laundry Rooms	\$ 1,083	\$ 13,000
Apartment Rental	\$ 1,000	\$ 12,000
Interest	\$ 0	\$ 0
Miscellaneous Income	\$ 333	\$ 3,835
<b>TOTAL INCOME =</b>	<b>\$ 74,275</b>	<b>\$ 891,131</b>
<b>ESTIMATED EXPENSES FOR THE ASSOCIATION</b>		
A. Administration of Association		
Wages & Benefits:		
Office & Maintenance Salaries	\$ 13,333	\$ 160,000
Health Insurance	\$ 2,250	\$ 27,000
Payroll Taxes	\$ 1,062	\$ 12,570
Accounting and Legal	\$ 575	\$ 6,900
Office Expense	\$ 648	\$ 7,780
Telephone	\$ 387	\$ 4,640
Taxes & Licenses	\$ 119	\$ 1,425
Subscriptions & Dues	\$ 8	\$ 100
Car Expense	\$ 54	\$ 650
B. Management Fee	\$ 0	\$ 0
C. Maintenance		
Service Contracts:		
Cable TV	\$ 10,000	\$ 120,000
Elevator Maintenance	\$ 800	\$ 9,600
Landscape	\$ 2,600	\$ 31,200
Repairs & Maintenance	\$ 2,667	\$ 32,000
Balcony Repair	\$ 0	\$ 0
Washer Dryer Expense	\$ 83	\$ 1,000
Apartment Expense Taxes	\$ 183	\$ 2,200
Apartment Expense Maintenance	\$ 0	\$ 0
Supplies	\$ 1,467	\$ 17,600
D. Rent for Recreational and other commonly used facilities	\$ 0	\$ 0
E. Taxes upon Association Property	\$ 0	\$ 0
F. Taxes upon leased areas	\$ 0	\$ 0
G. Insurance	\$ 13,042	\$ 156,500
H. Security	\$ 83	\$ 1,000
I. Fire Alarm	\$ 685	\$ 8,220
J. Other Expenses	\$ 0	\$ 0
Electricity	\$ 1,667	\$ 20,000
Gas	\$ 633	\$ 7,600
Water & Sewer	\$ 4,583	\$ 55,000
Trash	\$ 985	\$ 11,820
Pest service	\$ 1,711	\$ 20,526
Uncollected/Bad Debt	\$ 0	\$ 0
Depreciation	\$ 0	\$ 0
J. Fees Paid to Division	\$ 66	\$ 800
	\$ 59,691	\$ 716,131
K. Reserves		
Building Painting	\$ 0	\$ 0
Building Structure	\$ 14,583	\$ 175,000
Elevators	\$ 0	\$ 0
Mechanical & Electric	\$ 0	\$ 0
Laundry Equipment	\$ 0	\$ 0
Misc. Site Improvements	\$ 0	\$ 0
Parking Lot Paving	\$ 0	\$ 0
Roof	\$ 0	\$ 0
Pool	\$ 0	\$ 0
Furniture, Fixtures & Equip	\$ 0	\$ 0
<b>TOTAL EXPENSES=</b>	<b>\$ 14,583</b>	<b>\$ 175,000</b>
<b>\$ TO BE RAISED BY ASSESSMENT AND NUE</b>	<b>\$ 74,275</b>	<b>\$ 891,131</b>