

## Approved Minutes of BOD Meeting: June 13, 2022.

The meeting of the Board of Directors of the Twin Towers Homeowners Association, Inc. was called to order by Vice President, Lyn Parsons on June 13, 2022, at 10:01 a.m. in the Atlantic Room.

Board Members in attendance were Bill Penney, Lyn Parsons, Anthony Jorge, Dennis Tjaden and Rita Stevens.

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

Lyn Parsons made a motion to waive the reading of the minutes of the April 22, 2022 and approve as written. The motion was seconded by Rita Stevens and unanimously approved. These minutes are posted on the association's website for review by homeowners.

### Old Business:

**Maintenance Building:** Launa Young provided an update on the damage done by a vehicle collision with the maintenance shop in October 2021. The cost of all repairs to the maintenance shop building totaled \$11,280. The driver's insurance company has paid insurance proceeds in the amount of \$9,053.04. In addition, management has been working with the District Attorney's office for recovery of the outstanding expenses not paid by covered by insurance. The driver has been issued as restitution order to make payments in the amount of \$50 per month until the Association is paid in full.

**Alcohol Policy:** Following review of the attached Resolution of the Board of Directors Adopting a Policy for Alcohol Storage and Consumption in the Atlantic Room by Rita Stevens, Bill Penney made a motion to approve the Resolution as written. The motion was seconded by Lyn Parsons and unanimously approved.

### New Business:

**Special Assessment:** President Bill Penney summarized the purpose of the special assessment to fund safety and unexpected maintenance repairs not budgeted for the 2022 calendar year and to perform work for which insufficient reserves exist. Bill reviewed the listing of expected repairs and the method for payment as presented in the notice mailed to each homeowner.

Following the review of the special assessment information, Bill Penney made a motion to approve the special assessment as presented. The motion was seconded by Lyn Parsons and unanimously approved.

**Boardwalk Replacement:** President Bill Penney explained the need for the replacement of the beach walkway planking. The association received bids from two companies, each offering

replacement of existing planking with pressure-treated wood or a composite material which has an extended useful life. Following review of the information, Bill Penney made a motion to accept the proposal to replace the existing planking with Azak material from Viking Fence for a total of \$32,957. The motion was by Lynn parsons and unanimously approved.

**Courtyard Lighting:** Launa Young provided information regarding the on-going maintenance for the courtyard lighting and the need for full replacement of the lighting. The Association has receive a proposal from Beach Electric in the amount of \$8,297. A motion was made by Bill Penney to approve the proposal. The motion was seconded by Lyn Parsons and unanimously approved.

**Common Area Electric Panels:** Manager Young advised that, as recommended to our homeowners, the Association needs to replace the existing common area electric panels for safety purposes. Proposals were requested from Beach Electric & Gault Electric. Beach Electric will replace all six (6) panels for a total of \$12,394. Gault Electric came to the property, reviewed the existing panels and did not follow-up with a written proposal.

Tony Jorge made a motion to replace the Association's electric panels for safety purposes utilizing the proposal provided by Beach Electric at a cost of \$12,394. The motion was seconded by Rita Stevens and unanimously approved.

**Fire System Repairs:** During a recent fire inspection, a number of alarm and sprinkler system repairs were noted. The Association has received proposals totaling \$5,030.33 from Cintas Fire Systems. Bill Penney made a motion to approve the proposals as discussed. The motion was seconded by Tony Jorge and unanimously approved.

**Sidewalk Repairs:** Launa Young discussed the Association's original intent to make repairs to the sidewalk utilizing in-house staff. With recent changes in staffing, the Association has requested a proposal from Concrete Restoration Inc. to repair the sidewalks. A full inspection of all property sidewalks was completed by CRI and a proposal was submitted totaling \$17,700. A motion was made by Bill Penney to approve the repair of the property sidewalks at a cost of \$17,700 as presented. The motion was seconded by Rita Stevens and unanimously approved.

**Plumbing Lines:** Management provided a review of recent plumbing issues affecting the community. Following recent repairs costing over \$5,000, it was recommended that all plumbing lines be snaked to ensure proper flow in our lines. Petro Plumbing provided a proposal to snake all bathroom and kitchen lines as a cost of \$6,000. Freedom Air & Plumbing proposed snaking the kitchen lines only at a cost just over \$5,000.

Bill Penney made a motion to approve the Petro Plumbing proposal at a cost of \$6,000. The motion was seconded by Dennis Tjaden and unanimously approved.

**Weekend Trash Collection:** In order to reduce the Association's overtime expense and to ensure proper break periods between work schedules, the Association would like to update the Weekend and Holiday pay as presented in the attached Resolution. A motion was made by Bill Penney to accept the Resolution of the Board of Directors Adopting a Policy for Weekend and Holiday Pay. The motion was seconded by Rita Stevens and unanimously approved.

**Estoppel Request Response:** To provide a consistent means of presenting information to lenders and closing agents, and ensure compliance with the statutory requirements of Florida Statute 718, the Association has created the attached "Estoppel Request Response" to be completed and provided in lieu of lenders estoppel forms during transfers of ownership. In addition, the Association is requesting the fee charged for estoppel requests to be increased from the current \$150 to the statutory allowable \$250.

Bill Penney made a motion to accept the Resolution of the Board of Directors Adopting a Standard "Estoppel Request Response" Providing Information Required by Florida Statute 718.12(e) and the Estoppel Request Response form (attached). The motion was seconded by Tony Jorge and unanimously approved.

The floor was opened for owner comments or questions regarding agenda items.

There being no further business before the Board, the meeting was adjourned at 10:59 a.m.

Respectfully Submitted,

Robert Kramer, CAM  
Twin Towers Manager