

Date Posted: 7/3/24
Posted By: D. Young

Twin Towers Homeowners Association, Inc.

BOARD OF DIRECTORS' MEETING

WHERE: Atlantic Room
2020 N. Atlantic Ave
Cocoa Beach, FL 32931

WHEN: Monday, July 6, 2026

TIME: 10:00 a.m.

ATTEND BY ZOOM:

Meeting ID: 885 7287 2644

Zoom Link:

[https://us06web.zoom.us/j/88572872644?pwd=zO0FFCzJb9A3PK9daJoNr1C
KNmbAXb.1](https://us06web.zoom.us/j/88572872644?pwd=zO0FFCzJb9A3PK9daJoNr1C
KNmbAXb.1)

AGENDA

- Call Meeting to order
- Establish a quorum
- Pledge Of Allegiance
- Certify the posting of the meeting
- Approving the minutes from the BOD Meeting of 5/19/26 & 6/27/26
- Member Comments
- Board Discussion Items:
 - Record Request Policy
 - Architectural & Building Requirements Ratification
- Adjournment

TWIN TOWER HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
JULY 6, 2026

Atlantic Room and Zoom

1.) ESTABLISH QUORUM

President, Lane Ramsfield	Present
Vice President, Don Nanny	Present
Secretary, Tim Bleasdale	Present
Treasurer, Tony Jorge	Present
Director, Kevin Mills	Present

2.) CALL TO ORDER: The required quorum was present. Meeting called to order at 10:04 a.m.

3.) PLEDGE

4.) PROOF OF MEETING NOTICE: The meeting was properly noticed.

5.) APPROVAL OF MINUTES: Minutes from May 19, 2026 and June 27, 2026 have been provided to the Board for review. The June 27, 2026 was an executive meeting for personnel not to be posted. Don Nanny motion for approve the minutes as provided, seconded by Kevin Mills and approved by all.

6.) NEW BUSINESS – Discussion of Board business:

Member comments – in an effort to streamline the board meetings, the Board has asked that owner discussion and comments be limited to 3 minutes per agenda items and one minute rebuttal following each topic to streamline the meeting. See attached.

President Ramsfield advised the audience of the priorities being worked on by the Board. We are sending all major service contracts out for bid to ensure the Association is getting the best service at a market price. A new landscaping company has been hired using this method. The elevator service, generator, fire systems and other major service contracts are being reviewed.

The management of the office has changed. We would like welcome the return of Launa Young. She has been tasked with streamlining the administration of the Association.

The concrete restoration continues with RL James now anticipating a completion date of September. The work is going on "as planned". Our goal is to finish the current concrete restoration, then we have some incidental repairs. We will then paint the building and focus on landscaping thereafter.

Proposals into a proximator card security system, we are looking access on buildings, gates, integrate cameras into system so that access into the building is recorded. This is something we think will provide value to the property.

Thanks to the efforts of Don Nanny, our property now is eligible to be underwritten for FNMA & Freddie Mac mortgages. This opens the market to include more potential buyers. Thank you Don!

Comments from the audience were related to staffing, and maintenance issues.

Don provided an update of the work done on the elevator in the South Building, which has been completed and the elevator is functional again.

General discussion was held regarding the use of qualified service contractors with decisions being made based on qualifications, actual costs, and quality. We also discussed possible conflict of interest and confidentiality agreements becoming a part of our Board and staff policies.

Further questions from the audience included question regarding tree trimming normally done in May and the fence damage on the north east fence with Hilton Garden Inn. Hilton has been notified and have had staff come take pictures. Lane advised that sabal palms are naturally grown with a full head and typically shed with new palm growth. The trees have been over trimmed and our funds may be spent in other landscaping areas affected by the freeze.

The other areas of focus is the sea grapes on the dune area. We are working to receive proposals for the reduction or removal of the dead foliage.

The Board has reviewed a "Records Inspection and Copying Policy" to be adopted. The policy has been provided by our legal counsel. The general provisions include Records Request need to be in specific, detailed, and in writing. The inspections need to be by appointment with a staff member. We have established a "reasonable" period of time of two hours per session. We will be charging copying fees and clerical cost of preparation for documents. Over the next few months, our goal is to move toward a digital records format for our owners.

Tim advised that the policy is referencing Statute 720 and Condominiums are governed by Florida Statute 718. The policy was prepared by our lawyer so we will check to see if the statute is specific to a records review or is a clerical error.

Tony Jorge made a motion: To adopt the Records Inspections & Copying Policy subject to compliance with all the State of Florida Statutes, Rules and or Regulations that govern Condominium Associations in accordance with the practices and procedures outline in the written policy presented. Kevin Mills seconded the motion. The vote was as follows:

President, Lane Ramsfield	Aye
Vice President, Don Nanny	Aye
Secretary, Tim Bleasdale	Nay
Treasurer, Tony Jorge	Aye
Director, Kevin Mills	Aye

The motion passed four (4) to (one). Motion approved and policy will be implemented. A copy is attached.

Architectural Requirements – The board discussed some of the history of our structural irregularities have occurred throughout the life of the property, which include approval of enclosures that were not allowed, and window requirements that did not fully stop water intrusion. The last update of our architectural and building requirements were many years ago and need to be updated to provide for the protection and longevity of the structures going forward.

Architectural Requirements, continued

Tim presented a slide show showing existing water intrusion issues that have occurred with many of our sliding glass doors. He is drafting standards for slider glass color, detail for framing, sill pan requirements, etc. to ensure water intrusion and the subsequent concrete damage will not occur in future. We will also review specifications for replacement of enclosure windows, bedroom windows, and other architectural and building elements. Once the Board has updated and modified the procedures, they will be provided to the owners for review prior to adoption.

Lane read into the record the obligations of the Board as follows:

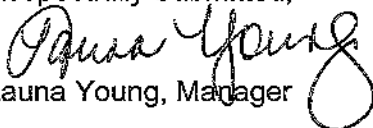
Condominium association board members in Florida have a fiduciary duty to the unit owners which includes acting in the best interest of the association and exercising prudent care. This duty extends to the handling of confidential information, particularly sensitive personnel matters. While Florida law emphasizes transparency, it also recognizes the necessity of confidentiality for certain information, including personnel records. Releasing confidential discussions about personnel employed by the association can lead to significant repercussions for the individual board member and the association itself.

A Florida condominium board member has a legal obligation to keep personnel-related proprietary information confidential and disclosing it can constitute a breach of fiduciary duty, and—in some cases—grounds for removal.

Releasing confidential discussions about personnel employed by a Florida condominium association is a serious breach of a board member's fiduciary duty. It can lead to personal liability for the board member, significant legal and financial repercussions for the association, damage to reputation, and a breakdown of trust. Board members must exercise extreme caution and discretion when handling personnel information to protect the interests of both the association and its employees.

ADJOURN: There being no further business on the agenda, and by mutual consent the meeting was adjourned at 10:42 a.m. Motion made by Lane Ramsfield, seconded by Don Nanny.

Respectfully Submitted,


Launa Young, Manager

Protocol for Owner Discussion During BOD Meetings:

1. All owners wishing to address the Meeting must first obtain permission to speak by signaling with a raised hand their desire to address the meeting. The BOD Chairperson will then recognize the speaker(s) and invite them to the front of the room. In order to be heard and viewed on Zoom, all Owners must come forward and address the meeting using a microphone at the front of the room.
2. Owners comments may only be made at the microphone at the front of the meeting after first being recognized, No comments, interjections or questions will be allowed from the floor. Non-compliance with this rule may lead to a request for the offending individual to leave the meeting.
3. In order to give everyone an opportunity to speak and to move the meeting on in a timely and efficient manner, the following rules will be in effect:
 - a. On a given agenda item, discussion by an Owner wishing to address the meeting will be limited to three minutes at the microphone for their initial statement.
 - b. If an Owner wishes to make another statement later in the meeting on the same agenda item, they may but only after all the other Owners wishing to address the meeting have had their opportunity to make their initial address on that same agenda item.
 - c. An Owner's second address to the Board on the same agenda item will be limited to one minute.
 - d. Once the Chairperson ascertains all Owners who wish to speak have been given their opportunity to address the meeting, the Chairperson will close the Owner discussion period. The Board will then begin deliberations and no further comments from the Owners on that agenda item will be allowed during the Board deliberations or Board votes.

RECORDS INSPECTION AND COPYING POLICY
TWIN TOWERS HOMEOWNERS ASSOCIATION, INC.

Pursuant to the Association's governing documents applicable law, the Board of Directors of Twin Towers Homeowners Association, Inc. hereby adopts the following Official Records Inspection and Copying Policy.

1. Purpose

The purpose of this Policy is to establish reasonable procedures for the inspection and copying of the Association's official records, to protect Association records from loss or damage, to minimize disruption to Association operations, and to ensure compliance with applicable law.

2. Official Records Requests

- a. All requests to inspect or obtain copies of official records shall be submitted in writing.
- b. Requests shall be delivered to the Association's designated records custodian at the Association's principal office, management office, or designated email address.
- c. Verbal requests shall not be accepted.
- d. The Association may, in the designated records custodian's reasonable discretion, require the requesting member to provide sufficient information to verify ownership of a Lot.

3. Specificity Required

- a. Requests must reasonably identify the records sought.
- b. Requests seeking, for purposes of example and not limitation, "all records", "all documents", "all communications", "all emails", "all files", or similarly broad categories shall be deemed insufficient unless the request identifies a reasonable subject matter and time period.
- c. Requests for communications, emails, correspondence, invoices, contracts, financial records, or similar categories of records shall identify a reasonable date range. Requests lacking a reasonable date range may be deemed insufficient.
- d. If a request is ambiguous, overly broad, or does not reasonably identify the records sought, the Association may request clarification before processing the request.
- e. The Association's obligation to make records available shall commence upon receipt of a request that reasonably identifies the records sought.

4. Inspection by Appointment Only

- a. Inspection of records shall occur only by appointment.
- b. Inspections shall occur during normal business hours on business days.
- c. Inspections shall be conducted at the location designated by the Association.
- d. The Association may designate a staff member, manager, director, officer, or agent to supervise any inspection.
- e. No member shall have access to records storage areas except under direct supervision.

5. Inspection Sessions

- a. Inspection appointments shall be scheduled in blocks not exceeding two (2) hours.
- b. If additional time is necessary, additional appointments may be scheduled based upon staff availability and operational needs.
- c. The Association may limit the number of persons attending an inspection on behalf of a member to the member and one representative.
- d. Members shall not interfere with Association personnel during inspections.

6. Electronic Records

- a. The Association may, in its sole discretion, satisfy any records request by providing records in electronic format, regardless of the format requested by the member.
- b. Records maintained electronically may be produced electronically and need not be converted to paper format.
- c. Records maintained in paper format may be scanned and produced electronically.
- d. The Association shall determine the manner, format, and method of production of all official records.
- e. The Association shall have no obligation to print, reproduce, reformat, reorganize, compile, summarize, create, or convert records into a format requested by a member.
- f. The Association shall not be required to create records that do not exist, answer questions, conduct research, compile information, prepare summaries, prepare reports, create spreadsheets, or reorganize records in response to a records request.
 - f. Electronic production of records may be accomplished by email, electronic file transfer, cloud-based document sharing, member portal access, or any other method selected by the Association.
 - g. If records are produced electronically, the Association may deem its statutory obligation to make such records available satisfied upon transmission of the records or provision of access to the records.

7. Inspection Before Copies

- a. Members are encouraged to inspect records before requesting copies.
- b. The Association may require identification of specific documents to be copied following inspection.
- c. The Association shall not be obligated to estimate or determine which documents a member wishes to have copied.

8. Copying Charges

- a. Copies made on the Association's standard copier shall be charged at \$0.25 per page.

- b. Copies requiring outside vendors, special equipment, oversized reproduction, color reproduction, or electronic media shall be charged at the Association's actual cost.
- c. All copying charge estimates shall be paid before records are released.
- d. Any unused portion of a deposit shall be refunded.

9. Personnel Charges

- a. If a records request exceeds twenty-five (25) pages and the time required to locate, retrieve, assemble, copy, scan, and otherwise prepare records for production exceeds thirty (30) minutes, the Association reserves the right to charge the actual personnel costs incurred.
- b. Personnel charges shall be calculated using the hourly compensation rate paid by the Association for the personnel involved in fulfilling the request.
- c. Personnel charges shall be prorated in increments of one-tenth (1/10) of an hour.
- d. The Association may require advance payment of estimated personnel charges before production.

10. Deposit Requirement

- a. If the Association reasonably estimates that copying charges, personnel charges, vendor charges, or other lawful charges will exceed Fifty Dollars (\$50.00), the Association may require a deposit before processing the request.
- b. Any unused portion of a deposit shall be refunded.
- c. Any additional charges shall be paid before records are released.

11. Exempt and Protected Records

The Association shall withhold records exempt from inspection under applicable law, including but not limited to attorney-client privileged communications, attorney work product, personnel records, information protected by statute, and other records exempt from member inspection pursuant to

§ 718.111(12)(c)1.a., Fla. Stat.

12. Protection of Records

During an inspection:

- a. Records shall remain in the custody of the Association.
- b. Records shall not be removed from the inspection location.
- c. Records shall not be altered, marked, folded, damaged, disassembled, or reorganized.
- d. Original records shall not be copied using equipment that could damage the records.
- e. Any person damaging Association records shall be responsible for all resulting costs.

13. Repetitive Requests

- a. The Association may identify records that have previously been produced to a member.

- b. Nothing herein shall obligate the Association to create duplicate sets of records that have previously been made available for inspection.
- c. The Association may satisfy repetitive requests by making the records available for reinspection or by reproducing the records upon payment of all applicable charges.

14. Conduct During Inspection

- a. Members shall conduct themselves in a respectful and orderly manner.
- b. Members shall comply with all reasonable instructions of the Association's designated records custodian.
- c. Any inspection that materially disrupts Association operations may be temporarily suspended and rescheduled.

15. Reservation of Statutory Rights

This Policy shall be interpreted consistent with all applicable law. To the extent any provision of this Policy conflicts with any applicable statute, rule, regulation, or other provision of law, such law shall control, and the remainder of this Policy shall remain in full force and effect.

Adopted by the Board of Directors of Twin Towers Homeowners Association, Inc. on July 6, 2026.