TWIN TOWER HOMEONWERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 6, 2026

Atlantic Room and Zoom

1.) ESTABLISH QUORUM

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

2.) CALL TO ORDER: The required quorum was present. Meeting called to order at 2:05 p.m.

3.) PLEDGE

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

5.) APPROVAL OF MINUTES: The minutes from March 26, 2026 were revised to clarify the placement of reserve contributions going forward. These updated minutes along with the final minutes from July 6, 2026 have been provided to the Board for review. A motion was made by Don Nanny motion for approve the minutes as provided, the motion was seconded by Tony Jorge and unanimously approved.

6.) MEMBER COMMENTS: included comments from owners regarding pest control services, concerns for accounting methods used on-site and the cleanliness of the pool plumbing and water.

7.) NEW BUSINESS -- Discussion of Board business:

Architectural Requirements – The Boards objectives in updating our Architectural Requirements are to protect the building structure and value through proper renovation details while provide a consistent visible building elevations. Lane Ramsfield made a motion to go forward with the finalizing of a document to be distribution to all members with a 14-day review period before board adoption at our next meeting. The motion was seconded by Tony Jorge and unanimously approved.

Bike and Hobby Shop Policy -- Lane explained the updates to the Bike and Hobby Shop policy. Tony Jorge made a motion to accept the policy as written. The motion was seconded and unanimously approved.

Conflict of Interest Policy -- the Conflict of Interest policy was created to allow disclosure of any potential conflicts by individual responsible for executing contracts or authorizing expenses for the Association. Lane made a motion to require all Board members and property management execute a Conflict of Interest form. The motion was seconded by Don Nanny and unaimously approved.

Pest Control Policy -- In a community setting, the decisions and actions of an owner have the ability to affect others in the community. With that understanding, the Board has had our legal representation draft a Pest Control Policy to require all units receive pest control service at least monthly. Provisions are provided for medical exceptions in which the homeowner will be able to receive, at their expense, a comparable treatment with materials acceptable to their medical needs.

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Pest Control Policy, cont'd. -- Lane Ramsfield made a motion to finalize the Pest Control Policy and sent to all homeowners for the statutory 14-day review before adoption at the next Board Meeting. The motion was seconded by Don Nanny and unanimously approved.

Foreclosure Action -- the Board of Directors had authorized management to notify three homeowners of our intent to begin foreclosure action due to maintenance fee delinquency. Written notices were provided to the owners and all three have brought their accounts to a current status. The management request to proceed with foreclosure action against these three individuals is rescinded.

Our receivables have been decreased from $42,000 on January 31, 2026 to $18,900 as of today, with efforts continuing to collect all past due accounts.

Management Position Authority -- Tony Jorge made a motion to accept the Manager Property Limitations as set-forth in the attached document. Kevin Mills seconded the motion. The motion was unanimously approved.

Elevator Inspection & Maintenance -- Lane advised the audience of our current elevator contracted rates. We received proposals from several other vendors to compare current costs. Kevin Mills also commented on the benefit of using a local vendor as Sapphire is right here in Cape Canaveral. A motion was made by Lane Ramsfield to contract with Sapphire Elevator. Motion was seconded by Kevin Mills and unanimously approved.

Fire Alarm System & Maintenance -- following discussion regarding rates and budget overages year-to-date, Lane made a motion to continue service with Cintas Fire Protection. The motion was seconded by Don Nanny and unanimously approved.

Camera System, Door Security & Call Box -- Lane discussed implementing a new security system. The goal is to integrate the call box with the camera system and new door access. Lane made a motion to negotiate and enter into contracts with Innovative Surveillance and Gate Control at a cost of $47,000 total. The execution of the contracts would be contingent upon the Board reviewing and approving (1) the technical specification and review of equipment to be used, (2) verification of monitoring costs and (3) verification of backup power provisions. If the board is not satisfied with these items, we can start the bid process over. The motion was seconded and unanimously approved.

Pest Control Services -- Lane made a motion to hire Stark Exterminators for service going forward. The motion was seconded by Tony Jorge and unanimously approved.

Lane provided insight into projects coming up next year prior to closing.

ADJOURN: There being no further business on the agenda, and by mutual consent the meeting was adjourned at 2:36 p.m. Motion made by Tony Jorge, seconded by Kevin Mills.

Respectfully Submitted,

Launa Young, Manager

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