

Canaveral Towers Management, Inc.
Board of Directors Meeting
Monday June 12, 2023, 5:00 PM EST
Held at 7520 Ridgewood Ave Assn Recreation Room and Via Zoom.com
Cape Canaveral, FL 32920

Approved Minutes

I. Call to Order / Certified Quorum/ Proof of notice

Meeting called to order at 5:01 pm by President John-David Bartoe. A quorum of the board was established with John-David Bartoe, Karen Witherspoon, Jonathan Biard, Bruce Bachand and Sonia Fatherlee in attendance. Penny Holladay and Cheryl Emmons representing Coastal Living Community Management LLC. Notice of the meeting was posted and emailed to the owners 48 hours in advance of the meeting in accordance with F.S. 718

II. Minutes Approval BOD meeting May 10, 2023

Karen Witherspoon motioned, and Bruce Bachand seconded to approve the minutes as written May 10, 2023. All were in favor.

III. Action Item Status

1. John-David Bartoe queried the members regarding the cleaning of pool side windows and with no response the action is closed.
2. Surveillance signs-Bruce Bachand located generic type camera surveillance notice signs for \$ 20.50/ piece and will provide link to Penny Holladay to purchase.
3. Security of camera application-Penny Holladay will follow up with John Silas, Innovative Surveillance Company regarding.
4. Pest Control, Bruce Bachand and Ron Wroblewski met with representative Jeff from Massey Services regarding bait boxes and lawn care service. 25 rat bait boxes will be placed at strategic locations at property, to determine rodent travel lanes. Bruce stated the goal will be a new lawn care service that provides all services for landscaping needs in the near future.
5. Jonathan Biard provided the special assessment dollar figure to Penny Holladay that will remain in operating for budget shortfall.
6. Tracking Elevator project- Penny Holladay stated that QuickBooks can generate reports that will track elevator modernization expenses.
7. Online payment processing for owners- Penny Holladay suggests, from all banking options, that Sunrise Bank will provide the best option for free service for the membership to have an opportunity to make online bank account payments or set up bank auto pay drafts for monthly assessments or any other invoices due to the association. This process is through www.gozego.com. Credit card charges would be applicable.
8. Dehumidification of the mailroom-John-David Bartoe suggested a utility door be used with a vent on the bottom half be installed. A portable dehumidifier was also suggested.
9. Discussion of Doug Emerick \$ 8300.00 invoice – the board agreed to present the \$ 7700.00 check written to Doug Emerick with a release of payment for invoice.
10. Sea of Green performance-Bruce Bachand reported 5 out of 8 action items are still not completed by Sea of Green Landscaping. Supervisor Sean promised to send a crew to complete the remaining items “above and beyond”. Bruce Bachand was not very optimistic that this would be accomplished, and he would solicit bids from other contractors.
11. Budget – Penny Holladay stated that the CPA certified copy of the original QuickBooks file has just been returned to management. Preparation of the 2023-2024 budget will be a top priority.
12. Signs – closed.
13. The pool surveillance light – Ron Wroblewski re-directed the light, and this has deterred the motion detecting light from going off.

IV. Officer/Director Reports

- A. President- John David Bartoe stated the mailroom will be operational by the end of the month (June). John David Bartoe also commented on updating the heat sensors, with ATP working on this. Possible

wireless units would cost in the six figures, however only about 50% can be wireless due to concrete and building layout. ATP will provide proposals.

- B. Vice President - Karen Witherspoon- Nothing to report.
- C. Treasurer – Jonathan Biard - Nothing to report.
- D. ARC/Director Sonia Fatherlee – Unit 705 had submitted an architectural application and the missing requested items were sent in late today. Approval pending review of documents for compliance. Penny Holladay requested that demolition be approved so that contractors may begin. The Board and ARC will work on changes to application. Randy Burch will remain on the ARC committee.
- E. Director -Bruce Bachand - Nothing to report.

V. **Maintenance Report**

- 1. Roof- Ron Wrobleski reported that he inspected the entire roof, he noted two spots and scratches that need to be fixed and he has contacted the roofing company and they re-coated the spots.
- 2. Mailroom – the plumbing in walls have been fixed, the drywall has been removed and Hurripanes will be on property on June 26th for further work.
- 3. Putting green- the putting green is showing separation, Ron Wrobleski obtained professional adhesive to fix.
- 4. Delaware- Main computer board in elevator is not functional.
- 5. Unit 104 – Sand is accumulating in tub drain and the drain is not draining properly. Kelly Plumbing advised that there is no problem with the drain. Ron Wrobleski will be performing a drain clean out to see if this will alleviate the problem.
- 6. AC unit was delivered to unit 103 by accident, installation was to be for Unit 503.
- 7. Lock box on roof has been removed, Ron Wrobleski will escort the AC contractors to the roof.

VI. **CAM Report**

- 1. Penny Holladay reported that she reviewed the balance sheet and found discrepancies that need to be addressed with the CPA. The CPA provided a reviewed copy of the file late Friday and was reviewed finding so AR accounts with outstanding invoices from prior years and credits on these accounts not applied. Penny Holladay questioned reserve account checks and location of same.
- 2. Penny Holladay noted a proposal for new laundry equipment is being obtained, as existing is old and rusty. This will be discussed at a future meeting.
- 3. Penny Holladay will follow up with request from Jonathan Biard and provide the weekly CAM reports to the Board.
- 4. Written Cam report attached.

VII. **Old Business**

- A. Fire Pump Status – Karen
Karen Witherspoon reported that a temporary fire pump would be \$ 8500.00 per month with a \$2500.00 delivery charge. Firewatch by two different individuals, has a current cost of approximately \$4000.00 per month. Bruce Bachand motioned to continue with current Fire Watch personnel and not obtain the temporary pump, Sonia Fatherlee seconded the motion. After board discussion to obtain a licensed company to contract for the service, John-David Bartoe called for a vote for the motion. In favor of the motion was John David Bartoe, Bruce Bachand, and Sonia Fatherlee. Karen Witherspoon and Jonathan Biard opposed. The motion passed.
- B. Concrete Restoration Completion – John-David Bartoe stated the final payments will be approved at the agenda item for invoices below.
- C. Elevator Repair Status – John-David Bartoe stated the motherboard on elevator is inoperable and software issues exist. John-David Bartoe will consult with Tan at Skyline Elevator to see if they have software to correct the issues with the elevator. Penny Holladay also stated another vendor Elevator 911 may be an option for parts and will provide contact info.

VIII. **New Business**

- A. Treasurer's Report – Jonathan Biard confirmed from previous discussion of financials that review is needed. Appointments still need to be set for signature cards, and possibly this may be accomplished electronically.
- B. Trash Chute Repairs – John-David Bartoe stated the diverter part of trash chute collapsed and the new part is in manufacturing. Wastepro delivered a smaller bin than normal, and he followed up with Wastepro to get a larger bin back. Building trash chute was not originally designed for weekly tenants.
- C. Landscaping Vendor Solicitation – Bruce Bachand will be obtaining several quotes for all-inclusive landscaping, possibly keeping Massey on board.

- D. AC Roof Tie Down Responsibilities – John-David Bartoe stated Ron Wroblewski will change out the tie downs that are rusted out tie downs on AC units with newly purchased ones due to impending hurricane season. Future policy regarding process to be a future topic.
- E. Contractor Requirements – John-David Bartoe tabled discussion.

IX. **Invoice Ratifications**

All items listed below were reviewed:

- A. ADS Security - \$457.69 (operations expense)
- B. Alternate Source Generator Service (Install used repaired controller) \$2428.00 (regular reserves, generator)
- C. Chematics - Concrete Restoration (FY20 special assessment) Total \$28,634.74
 - Elevator Tower - \$15,505.00
 - Mailroom and miscellaneous - \$11,971.34
 - Miscellaneous restorations - \$1,158.40
- D. Delaware - North Elevator Repair -- \$6,152.00 (regular reserves, elevator)
- E. Dreux Isaac & Associates, Inc. (Reserve study) \$3,400.00 (FY23 special assessment)
- F. Doug Emerick Law Service \$7,700.00 (operation-major maintenance)
- G. Wiginton - Sprinkler Relocation in Trash Bin Room -- \$1,949.00 (regular reserves, fire alarm system)
- H. BFP Chutes – Chute Restoration in Trash Bin Room -- \$4,769.75 (regular reserves, major maintenance)
- I. Kelley and Sons Plumbing – mailroom plumbing \$12,254.86 (regular reserves- piping)
- J. William A Jackson-CPA Turnover review- \$1500.00 (operating)

Karen Witherspoon motioned to approve the invoices listed above, Sonia Fatherlee seconded, all were in favor.

X. **Owner comments**

Owner George Latch questioned why the association is not receiving income from CSC laundry operation on property when the association pays for the utilities to operate. He also questioned why units of different sizes not paying different amounts in assessments and how much income the association is receiving from Cyndi Schaffer since the contract for Canaveral Towers Management as LCAM had been terminated. The Board responded that Cyndi Schaffer exit was negotiated, and no rent would be paid. Her company will vacate the onsite office on September 30, 2023. Jonathan requested an update on the need for a venting survey of all units to check for code violations. The Board agreed to conduct a building wide inspection of dryer and bathroom vents during a compact time in September, with proper notification to owners. Bruce Bachand commented on how money was allocated on expenses such as the generator, and they are noted as Capital expense vs operating.

XI. **Action Item Review**

Sonia Fatherlee to update contractor duties and revise ARC application.

Penny Holladay to continue to work with John Silas Innovative Surveillance regarding training of camera operation and security certificate.

Penny Holladay will reach out to Elevator 911 to see if they may have parts and software to repair the elevator.

John-David Bartoe to obtain attorney opinion regarding Right of First Refusal procedure.

Bruce Bachand to get quotes for lawn maintenance.

Ron Wroblewski to clean drain at unit 104.

XII. **Next meeting plan**

The board set the next meeting date for July 10, 2023, at 5:00 PM.

XIII. **Adjournment**

Bruce Bachand motioned to adjourn the meeting and Karen Witherspoon seconded. All were in favor. The meeting adjourned at 8:01 pm.

Respectfully submitted,

Penny Holladay

Penny Holladay, LCAM
Coastal Living Community Management, LLC