

**Canaveral Towers Management, Inc (CT)
Board of Directors Meeting
March 27, 2023**

Call to Order/Establish Quorum

President John-David Bartoe called the meeting to order at 4:04 pm EST. Board members present were John-David Bartoe and Karen Witherspoon in person; and Jonathan Biard via Zoom.

Approval of Minutes

Karen/Jonathan moved and seconded a motion to approve the minutes of the March 7, 2023, Board of Directors Meeting. Motion carried unanimously.

Officer Reports

The Board signed a retainer with new attorney Whynot Law.

An official complaint to the Department of Business and Professional Regulation (DBPR) has been submitted.

New Business

Insurance deductible discussion –Brown & Brown offered a \$377,000 premium. They will give a savings of approximately \$50,000 for a 10% rather than a 7.5% deductible. The Board has not found someone to insure the carport roofs. John-David/Karen moved to approve the Brown & Brown insurance package up to \$377,000 with a 10% deductible, contingent on more information on the carports. Motion passed unanimously.

Treasurer Presentation – Jonathan presented specific amounts showing the need for a special assessment. Jonathan/Karen moved to propose to owners a special assessment of \$13,050 payable incrementally in three payments of \$4,350 on May 1st, June 1st & July 1st for the purpose of funding the deficit in the operating budget, for insurance and other expenses for funding reserves necessary for elevator replacement and other deficits. To be adopted at an upcoming board meeting on April 12, 2023, at 5:00pm. Motion passed unanimously. The assessment must be proposed and then physically mailed to owners. The mailing will include a one-page summary of changes to the budget that explains the necessity of the special assessment.

There was a kitchen drain line repair at the bottom of stack four for \$6,400. Jonathan added that he included in the special assessment for these pipes to be replaced on the other units. Sign of failure is the kitchen sink not draining properly. John-David/Karen moved to ratify the bill of \$6,400 for the kitchen drain work submitted by Kelly Plumbing. Motion passed unanimously.

Action Items

John-David will investigate benches for each floor.

Cyndi will provide resources for the fire watch requirements.

The Finance Committee Chair will investigate an alarm company that might be able to execute the fire watch.

#206 will compile a standard list of landscape requirements.

John-David will check with the Post Office to get confirmation that new mailboxes do in fact need to be in an enclosed space.

Adjournment

Karen/Jonathan motioned to adjourn. Motion passed unanimously. Meeting adjourned at 5:45pm.

Respectfully submitted,

Lauren Biard
Assistant Secretary
Canaveral Towers Board of Directors

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Notes

John-David reported that one elevator is currently down. The Board is expecting a contract this week from Delaware Elevator that will be forwarded to the attorney for legal review. Upon approval, work will begin. The first elevator will be shut down in August and the total renovation time will be ten weeks. Delaware will be equipped to make rapid repairs in the event the working elevator fails. #510 requested a bench on each floor, especially during the upgrade time.

#206, a former landscape professional, has volunteered to work on improving the landscaping situation.

Karen has received one estimate to repair the fire pump and is waiting on two more. John-David spoke with the fire department and confirmed that the pump does in fact need to be replaced. In the meantime, the fire department will require an overnight fire watch that must be logged (it can be done by cameras). Cyndi Shaffer is looking to find someone who might do this. Any ideas are welcome! The Finance Committee Chair suggested an alarm company and will make an inquiry into one.

Karen reported that she has found two Community Association Manager (CAM) candidates to interview and will do so in the upcoming week. Cyndi Shaffer, the current CAM opted not to bid.

John-David reported that he negotiated the monthly elevator maintenance fee down to \$800 per month.

Insurance deductible discussion – #606 confirmed that Brown & Brown is one of the top four brokers in the US. Our current provider would not offer any quotes. John-David recommended approving up to \$377,000 with the 10% deductible and having the carports added. Regarding insurance from the state, we would have to be uninsured for a while before we got a definite answer as to whether they would insure us. The deadline is April 1st. #606 gave a summary of coverage. The Board will email the coverage to the owners when there is a final policy.

Karen is working with The Finance Committee Chair to improve our cable and internet service. Spectrum, our current provider, must be cancelled by April 17th. The current rate is approximately \$67 per door and Spectrum has offered \$55 per door for better quality internet. They are waiting to hear from ATT.

Mailbox discussion – There is a rodent problem that mail carriers have filed a health complaint about therefore the mailboxes must be moved. Two potential locations depend on the type of mailboxes as some cannot withstand the salt air. #802 suggested confirming with the Post Office that their mailboxes do need to be in an enclosed area.

#606 suggested that HOA dues may need to increase to cover upcoming expenses. Jonathan agreed and clarified that the upcoming reserve study will give clarity on those expenses and what the savings rate must be. This information will then be built into budget planning moving forward. John-David confirmed that, given just the increase in insurance, dues will need to increase.

#206 did a preliminary landscape assessment. It's in rough condition and needs to be tended to. Irrigation is not operable and will require work for the landscape to thrive. He toured other properties to look at their landscaping and concluded that Canaveral Towers is not up to par. There is not an existing contract with the landscaping company. He will put together a set of expectations for the current landscaper to adhere to.

The next Board meeting will be April 12th 5:00pm EST.

Respectfully submitted,

Lauren Biard
Assistant Secretary
Canaveral Towers Board of Directors