

Canaveral Towers Management, Inc (CT)
Board of Directors Meeting
April 12, 2023

Call to Order/Establish Quorum

President John-David Bartoe called the meeting to order at 5:01pm 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 27, 2023, Board of Directors Meeting. Motion carried unanimously.

Officer Reports

John-David investigated benches for each floor. The cost will be \$3,000.

Cyndi has reached out to USA Cleaning regarding the fire watch requirement. They do have some people in mind and will get some pricing.

The trash chute is badly damaged – a bid for repair is in development. We are changing vendors as the previous vendor was not performing up to par.

The Board has created a mission statement and core values for Board members. These will help the board focus on purpose, values and expectations. The mission statement is attached.

Unit 206 has met with our landscape provider. He acquired their proof of insurance and workers compensation policy. He has reviewed the initial proposal from Massey Services and will review with them to ensure that agreed upon services are being fulfilled. Ron has done work on the irrigation and gotten a good portion of it up and running.

Karen Witherspoon reported that Wiginton will perform the fire pump repair. It may be up to six months before the parts are available.

Old Business

Delaware Elevator will be out to measure and develop a detailed parts list. Our first payment (20% of total cost) will be due upon signing of the contract – which Delaware has and will return to us upon their signing. The proposed schedule remains the same – work will begin on the first elevator in August and will take roughly 12 weeks. Then repair of the 2nd elevator will commence. An owner commented that he has seen contractors loading the elevator with their heavy supplies. John-David explained that the elevator will not run if the weight capacity is exceeded. Jonathan confirmed that contractors are required to meet with Cyndi to get requirements for performing their work here.

Due to outstanding bills, a \$100,000 loan secured by the previous board, insurance increases, the elevator and fire pump repairs that were not properly accounted for in reserves by the previous board, it was necessary to propose a large assessment. The Board apologizes for the short notice and large sum required to be paid. Karen emphasized that many of these items are due to circumstances beyond our control (insurance increases) as well as replacement of old systems.

An owner asked about the possibility of HOA dues increasing. John-David said this is still to be determined but will likely happen due to the continued increase in insurance. Unit 510 commented that dues have not increased over the past couple of years because of the potential for an assessment. Unit 206 confirmed that most coastal communities' dues are increasing, and Canaveral Towers is likely under the market given its age and size. Karen emphasized that owners should feel free to call members of the board at any time. John-David/Karen motioned to approve 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. Motion passed unanimously.

Regarding the mailboxes we have the choice to move the mailboxes to the alcove next to the restrooms. This will require creating a room as they cannot be outdoors and will cost \$18,000. The alternative is to use a post style mailbox that would have to pay for and will cost five to six thousand dollars. John-David has proposed to the post office that the current room be hermetically sealed but is awaiting a reply. Lauren Biard asked if it is necessary to seal the room regardless of the mailbox problem. John-David confirmed that yes, it would need to be sealed and this is accounted for in the special assessment. An owner suggested moving the mail room to the second floor. That room

would have to be sealed also. A couple of owners expressed their preference for the existing location. Unit 510 asked if there would still be a place for outgoing mail. An owner asked who maintains the pedestals. Unit 206 proposed that using the existing room would likely be the most cost effective since it must be sealed anyway. He also confirmed that we need more aggressive pest management.

New Business

Sonia Fatheree has volunteered to be a member of the Board of Directors. She has been extremely helpful in our search for new insurance and her knowledge and expertise will be a tremendous asset to the Board. Karen/John-David proposed to accept Sonia Fatheree to the Board of Directors. Motion passed unanimously.

Bruce Bachand has also volunteered to be a member of the Board of Directors. He has extensive knowledge in landscaping and contracts and has already been an asset in this area. Karen/Jonathan proposed to accept Bruce Bachand to the Board of Directors. Motion passed unanimously.

THANK YOU BOTH!!!

We had three bids for the fire pump replacement. Wiginton was the best solution. We do not have to pay them until they are working on site. Jonathan expressed personal concern regarding the lack of a fire monitoring system. He would like to ensure that, in the event of a fire, we have done everything possible to limit liability regarding fire damage. John-David and Karen agreed and confirmed that surveillance is a high priority and will be put in place as soon as possible. John-David/Karen motioned to approve Wiginton to replace the fire pump, the engine, the controller, and the necessary piping and valves for a price of \$134,419. Motion passed unanimously.

Karen has reviewed several Community Association Management (CAM) services, including talking with residents of other condominiums. With input from other Board members, she has determined which will be the best for our needs. One owner asked what is included in expanded services. Karen clarified that, among other things, working with vendors (i.e. Spectrum), contract negotiation and compliance. Jonathan explained that the CAM will help streamline finances, including helping to implement on-line payments for owners, coordinating the reserve study and other tasks currently being performed by the Board. We are waiting to get the contract back from the proposed CAM. The cost is \$1,795 per month and is accounted for in the budget. Lauren Biard commented that the expanded services are basic industry standards that our current board are performing themselves on a voluntary basis. While it is an increase in expense, given their other responsibilities, it is unreasonable to expect the Board to serve as a volunteer CAM. Unit 802 suggested a vote now, worded such that an additional Board meeting will not be required.

Karen moved to choose the proposed contractor (finalized upon signing of the contract with them) as the Canaveral Towers Community Association Manager at a cost of \$1,750 per month subject to attorney's review.

Unit 310 asked if the new CAM will have office hours – Karen answered no, as they have their own office. They will be accessible to owners via phone with regards to common property issues. Unit 310 also asked about what will happen to the current office. Jonathan answered that this is unknown at the current time and will be discussed later.

Regarding surveillance cameras, Unit 310 asked if owners could have access to the app. John-David confirmed that the app is available but questioned whether the system is secure enough to keep others from having access to it. Bruce suggested the password could be changed periodically, especially when a unit is sold. Jonathan agreed that it is a good idea and recommended that we have a conversation with our lawyer particularly regarding privacy and alerting people that the cameras are in operation. Bruce suggested we look at the company that provides the app and how secure it is. Sonia confirmed that we do need signs to alert people that surveillance (not security) cameras are in use in public areas. Cyndi said we had signs, but they were removed for the restoration. Bruce suggested that signs need be posted on the first floor only.

Regarding cable and internet. The Finance Committee Chair will be sending Spectrum a notice of our intention to cancel by April 17th. We can cancel after 120 days from the letter date.

Owner Comments

An owner asked if only weekly rentals are allowed. John-David confirmed that yes. This owner was concerned that unit 703 regularly has renters for 3 days. John-David confirmed that the owner or agent should be spoken to.

This owner also asked if the pool security light comes on anymore. John David clarified that it was damaged in the hurricanes, and it is uncertain as to if it will be repaired as it can be a nuisance.

An owner commented that he has found some storm screens that will protect the balconies. John-David suggested that he submit the information to the Board.

Jonathan asked what the process is regarding notifying owners of the upcoming special assessment. Cyndi will send email and regular mail to notify them.

Action Items

1. Determine if there is room in the budget for additional benches – Board
2. Obtain fire watch pricing from USA Cleaning – Cyndi
3. Determine who maintains the pedestals and if there will be a place for outgoing mail – John-David.
4. Reach out to the Post Office again to emphasize our preference for using the existing mail room – John-David
5. Send a notice of cancellation to Spectrum – Finance Committee Chair
6. Communicate with Unit 703 regarding the minimum rental time of seven days – Cyndi
7. Consult with our lawyer regarding the legality of making surveillance camera app available to owners – Donna Bartoe
8. Consult with the developer of the surveillance app regarding the security of it – Bruce.
9. Find out who can provide more surveillance signs – Bruce
10. Discuss if the pool surveillance light should be repaired – Board
11. Review the interior pest contract – Bruce
12. Provide John-David with June availability to schedule the next meeting – Board

Adjournment

Meeting was adjourned at 6:41 EST

Respectfully submitted,

Lauren Biard
Assistant Secretary
Canaveral Towers Board of Directors

Canaveral Towers Board of Directors



Our Mission: To serve the Owners of Canaveral Towers (CT) by volunteering our time to ensure the proper maintenance and management of our building and grounds, along with good management of the financial resources. By doing this, we hope to build a vibrant community for our Owners and their guests, positively support the financial investments of all Owners at CT, and have CT be one of the most respected properties on the Space Coast.

Core Values

- **Transparency:** we strive to provide transparency to our Owners on what is happening at CT so they are aware, included, and encouraged to get involved.
- **Integrity:** we expect everyone to engage with each other in an open and honest way, demonstrating strong moral principles, and always acting in the best interest of our Owners and CT community.
- **Accountability:** We kindly hold each other accountable to do what we say, and to stay focused on achieving Our Mission.
- **Good Communication:** We strive to provide timely, open, and relevant communications that keep you informed on the most important things at CT.
- **Teamwork:** We believe that it takes great “Teamwork to make the dream work!” We love to connect and work with our Owners, and we expect our Board members to take a “community and teamwork” first approach to everything we do. We respect each other, our diverse backgrounds and points of view, as well as each other’s many years of life and work experience.
- **Future Forward:** we are here to keep things moving forward in a positive direction that encourages collaboration, partnership, and consistent progress toward Our Mission. CT belongs to all of the Owners, and for many of us this is one of our most important current, and future financial investments.

What does it mean to serve on the CT Board

1. You fully support 100% of all our Core Values and our Mission.
2. “Working Board” – you are willing and able to be an active participant who regularly and proactively dedicates your time to doing projects that support Our Mission. On average this will mean 3 – 5 hours per week, and sometimes a little more. (Just being honest!) We need all Board members to show up, be engaged, and help out. Did we mention that it takes TEAMWORK to make the DREAM WORK?
3. Have fun! Seriously, it is important to have a little fun. Laughter is encouraged! Laugh with others, and don’t be too serious that you can’t laugh at yourself. We are looking for members who are genuinely kind and caring toward others, like having fun and being part of a team, and want to be part of this journey - together!