

CANAVERAL TOWERS MANAGEMENT, INC
BOARD OF DIRECTORS MEETING

TUESDAY, NOVEMBER 14, 2023, 5:00 PM EST

7520 RIDGEWOOD AVE
CAPE CANAVERAL, FL 32920
RECREATION ROOM AND VIA WWW.ZOOM.COM

Approved Minutes

- I. Certify Quorum/Call to Order**
- II. Called to order:** 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, CT CAM, represented from Costal Living Community Management
- III. Proof of Notice:** Notice was posted Friday on property, and an email (with Zoom details) was sent on Monday, Nov 13, 2023, with the First Annual Meeting Notice.
- IV. Interview with Carole Manders from Precision Property Solutions Management, Inc.**
 - 60% of the business of Precision Property Solutions Management is maintenance. Maintenance personnel have skills in all maintenance tasks, and each person also has a specialty area.
 - Precision maintains a logbook on property to track maintenance activities, and to show the status of work completion.
 - Safety protocol was addressed. Each property is unique and different, and safety protocols are tailored to each property to ensure it best meets the property needs. Precision clarified that all usual routine safety maintenance procedures are followed.
 - Training is performed either in-house, or by leveraging local facilities (conferences, school, etc.)
 - Precision is willing to hire our existing maintenance-focused personnel. Precision is comfortable and able to hire staff directly as employees, or 1099, and each new personnel is given the choice.
 - Workman's Comp is carried on 1099 personnel under Precision's Liability Insurance.
 - A bonus is typically awarded every year based on performance and years of service.
 - When there is a weather emergency like a hurricane, Precision personnel work in teams at least 48 hours in advance to prepare each property.
 - Precision has a local shop with additional tools, pressure washers and work benches.
 - All “after hours” work needs to be arranged through Precision due to liability and safety reasons. Precision workers are not allowed to work on their own for owners without going through Precision.

- Emergency “after hours” service, which is highly unusual (Carole could only think of 2 extreme situations in that last 5+ years) is charged at double time.
- Carole, and the head of maintenance, find they are typically able to solve most issues with their in-house staff and will only authorize and send a vendor to do work if they don’t have the expertise or a permit is required.
- One of the ways that Precision gets familiar with a new property is to have each of their maintenance managers shadow the current onsite maintenance person. This ensures that anyone on the Precision team can help during vacation or emergency. This is done by Precision as a free service and is not charged to the association.
- A meeting for Nov 29 at 4:30 pm to finalize the decision for which maintenance vendor to choose was agreed.

V. Approval of Prior Board of Directors Minutes 09/11/2023: John David Bartoe motioned, and Bruce Bachand seconded to approve the minutes from 9/11/2023.

VI. Reports

A. John-David Bartoe, President:

- Delaware charged a service call which fell under 24/7 service and has been rescinded.
- In-unit visual inspection / survey for where dryer are vented, toilets type and bathroom fans has been completed. 172 of 179 are low-capacity toilets.
 - ACTION: A friendly letter to the owners about using the rebate option to upgrade old toilets will be drafted and sent by Penny.
- Men’s toilet on the first floor next to the office was fixed today and everything is working again as expected.
- Stairwell structural survey was completed. Ron to experiment with a new type of paint sealant to see if it addresses corrosion problems. If the experiment works, then we could have Ron repaint all the stairs and avoid a \$200K outside contractor expense.
- An intruder was discovered in a stairwell at the roof door by our Fire Watch Patrol. Police were called and the intruder was arrested.

B. Karen Witherspoon, VP – none

C. Sonia Fatherlee, Director: request to have the Brown and Brown Insurance Agency attend a future Board meeting to discuss insurance renewal options.

D. Bruce Bachand, Director – none

E. Penny Holladay, CT CAM:

- Mailroom carousel numbers need to be added to the mailbox doors. Working on getting a quote from Jet press.
- CSC Laundry:
 - The company has requested we accept a new contract change. Penny Holladay is working with another company to navigate the current request from CSC.
 - A request for income history has been requested from CSC laundry company.

VII. New Business

A. Treasurer's FY23 Budget and Financial Report: Jonathan Biard provided a slide presentation regarding the FY22/23 budget and audit, October financials, as well as some new FY24 budget challenges that need to be address by the Board. See Treasurer Report attachment.

B. FY24 Budget Management Discussion

1) Slider Refurbishments: Jonathan Biard motioned to postpone the discussion of the slider discussion. Karen Witherspoon seconded. John David Bartoe stated that this will be a reserves discussion. Postponed to Nov 29 meeting.

2) New Smart Elevator Callbox: Open question from one of the vendors is needed to select a vendor. JD said he thinks this project will be under budget.

3) Financial Protocols: Jonathan Biard utilized the President's Forum and SCCA to develop two financial protocols for Canaveral Towers discussing Spending Authority and Financial Reporting. Included in Treasurer report attachment on website.

❖ Bruce Bachand motioned to approve both Financial Protocols, effective immediately. The Board agreed that Jonathan, JD and Penny could modify the document with minor clarifications and ratify at the next board meeting as needed. Karen Witherspoon seconded. All in favor.

4) Unit 110 Costs: Board agreed to table conversation to next meeting planned for Nov 29, 2023.

VIII. Old Business

A. Spectrum Contract Renewal: Jorge Fernandez reported that a final 5-year contract with 500 mbps internet has been executed. CT will also receive a \$17K sign-on bonus, and owners may request new equipment if they like (typically not needed or required). The contract starts 11/16/2023.

❖ John David Bartoe motioned to ratify the executed spectrum contract, and Jonathan Biard seconded. All were in favor.

IX. Owner Comments:

A. Appropriate protocol for Robert's Rules of Order was requested.

B. The slider protocol for repairs was explained and the washers and dryers were further discussed.

X. Action Items: conversation tabled to Nov 29

XI. Determine Next Board Meeting(s): November 29th and Dec 5th at 5:00 PM

XII. Adjournment: Meeting adjourned at 8:12 PM

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