

CANAVERAL TOWERS MANAGEMENT, INC
2023-2024 PROPOSED BUDGET MEETING
MONDAY, SEPTEMBER 11, 2023
RECREATION ROOM AND VIA WWW.ZOOM.COM
7520 RIDGEWOOD AVE
CAPE CANAVERAL, FL 32920
5:00 PM EST
Approved Minutes

October 1, 2023 – September 30, 2024, BUDGET APPROVAL

I. Certify Quorum/Call to Order

The meeting was called to order at 5:00 PM by President John-David Bartoe. With John- David Bartoe, Jonathan Biard, Karen Witherspoon, Bruce Bachand, and Sonia Fatheree in attendance, a quorum of the board was established. Penelope Holladay represented Coastal Living Community Management, LLC.

II. Proof of Notice

Penelope Holladay stated that notice was posted two weeks in advance of the meeting on property and mailed to all owners of record two weeks in advance, in accordance with Florida statute 718. Affidavit is on file.

III. Approval of Prior Board of Directors Minutes

Bruce Bachand motioned to approve the Board of Directors' minutes from August 21,2023 as written. John-David Bartoe seconded the motion. All were in favor.

IV. Reports

President John-David Bartoe reported:

1. The milestone inspection was completed about two weeks ago. About 1/2 dozen small spalls were detected as expected. The final report will be available in a few weeks. It is highly unlikely that a phase two inspection will be required due to no serious issues detected. Ron Wrobleski detected during the inspection that a number of sliders need maintenance and will be coordinated with Smooth Coast through management.
2. Hurripaanes contractor re-did the tile in the mail room after the original formed cracks. A new light fixture has been installed with a motion sensor.
3. One elevator is running and update from Delaware is a first of October start date for Demolition of down elevator. A forty-minute fire-rated door is installed on the elevator room and will need to be switched with the proper door that was installed in another location.
4. Ron Wrobleski continues to work on the bottom portion/sweeps of the front doors to the units.
5. Three leaks have been detected recently in 407, 406 and 610. These issues have and are being addressed.

Vice President- Karen Witherspoon reported:

A portion of the parts for the fire booster came in today and the rest is expected to arrive on Wednesday. Penelope Holladay reported that the City of Cape Canaveral is working on the back flow prevention tie-in.

Jonathan Biard- Treasurer reported:

The Oracle invoices have been re-escalated back to Oracle to calculate a better credit on the outstanding invoices.

Sonia Fatherlee- Director reported:

There is no report on insurance until after hurricane season. Regarding the architectural control committee, the submission forms are updated with an application form separate from the architectural guidelines.

Bruce Bachand- Director reported:

The new landscapers, Advanced Lawn Techs, have started working on the property and we have seen improvements already. A proposal to correct the irrigation issues was approved and Tom will be notified by Penelope Holladay to commence with the repairs. Unit 307 also reached out to me regarding the palm trees

blocking his view from his balcony. The board discussed the matter. It was suggested that a hurricane cut be placed on those trees to improve their view but not to remove any landscaping that did not pose a safety risk.

Penelope Holladay- Management reported:

Reports through July have been supplied to the Treasurer for review. Bank statements for Sunrise are still yet to be received for August. Working closely with the CPA, A long list of requirements is needed for the audit, and we are working on that.

V. New Business

VI. 2023/2024 Proposed Budget

The proposed budget along with the pertinent attachments were mailed to the membership two weeks in advance of this meeting. Jonathan Biard motioned to approve the FY24 budget as was outlined and shared with the membership at the August 21st meeting for a monthly assessment of meeting for a monthly assessment of \$1085 starting Oct 1,2023, and a one-time special assessment of \$1915 on February 1,2024. John David Bartoe seconded the motion. Additional discussion covered clarification of the lawn services expenses. When the vote was called by John-David Bartoe, all were in favor.

VII. Old Business- None discussed.

VIII. Owner Comments-

The Board of Directors and Owners discussed the call box system at the elevator and asked Dean Groff to research a new system for the new elevators, preferably keyless. Dean Groff explained he is only addressing smart locks on unit front doors. John-David Bartoe asked for volunteers to research a smart elevator call box. Receiving no volunteers, John-David Bartoe said he would lead the effort. Dean Groff stated he would provide again the smart call box information he had sent previously.

Thanks were made by a few owners to the Board and Jonathan for his time and effort in preparing the budget. One owner commented that the onsite maintenance person should be paying for his own personal consumption expenses, such as power bill. Rob Walker made comments regarding properly expensing prepaid insurance and a copy of the reserve study was not mailed. The Treasurer explained it had been provided prior to this meeting at the Aug 21st meeting. After questions arose regarding the maintenance contractor selection process, Karen Witherspoon stated that we are beginning with an interview with USA Cleaning this week and further details are not available at this time for other candidates.

The next regular board meeting will be held Friday, October 13,2023 at 5:00 PM.

IX. Adjournment-

The meeting adjourned at 6:21 PM by President John-David Bartoe.

Respectfully submitted,

Penelope Holladay

Coastal Living Community Management, LLC

Penny Holladay, LCAM

contact@coastallivingcam.com

321-693-5225