

CANAVERAL TOWERS MANAGEMENT, INC
BOARD OF DIRECTORS MEETING
December 5, 2023
RECREATION ROOM AND VIA WWW.ZOOM.COM
7520 RIDGEWOOD AVE
CAPE CANAVERAL, FL 32920
5:00 PM EST

Minutes

I. Certify Quorum/Call to Order

The meeting was called to order at 5:00 PM by President John-David Bartoe. A quorum of the Board was established with John-David Bartoe, Karen Witherspoon, Jonathan Biard, Bruce Bachand in person and Sonia Fatheree on zoom. Penny Holladay represented Coastal Living Community Management, LLC.

II. Proof of Notice

Notice was posted 48 hours in advance of the meeting in accordance with FL Statute 718. The zoom invitation was emailed to all owners of record.

III. Approval of Prior Board of Directors Minutes 11/14/2023.

Jonathan Biard motioned, and Karen Witherspoon seconded to approve the Board of Director minutes from 11/14/2023. All were in favor.

IV. Reports

V. President John-David Bartoe

1. Delaware Elevator started the elevator renovation yesterday and since then, the south elevator has malfunctioned and has been placed out of order. Delaware Tech was on site from 8 to midnight yesterday and all day today. It will be restored as quickly as possible. A credit is anticipated on a previous Delaware elevator invoice to be approved.
2. Generator quotes will be completed prior to Christmas and available for approval. Approximately \$70,000 will be the cost for the new generator.
3. Call Box issue will be addressed later in the meeting.
4. USPS deliveries are an issue and lock on mail room has been disabled.
5. Damage evidence from a bus on property has been documented and a police report was filed. John David Bartoe will follow up with the company that caused the damage to curbs, building and landscaping.
6. Fire pump replacement is still underway with new wiring, pipes, etc to be completed.

See John-David Bartoe report as supplement to these minutes.

Karen Witherspoon- Vice President/Secretary

No report

Jonathan Biard Treasurer

Jonathan shared the Treasurer update and will be available at www.coastallivingcam.com, owner tab, Canaveral Towers Management, password is Atlantic.

Fiscal Protocols are to be published to the website. Audit is near completion and Tax return has been completed and filed.

Bruce Bachand

No Report

Sonia Fatherlee

Continuing to work on the ARC committee and the new law regarding an inspection by law enforcement, regarding safety measures on property.

Management

Penny Holladay stated that the board should move forward with the roof inspection which contains preventive maintenance for \$2100.00, The inspection will include according to warranty contract sealing, filling, and full inspection of the surface. Penny Holladay to follow up with timing to coincide with an inspection before hurricane season.

Old Business

Maintenance Contractor Discussion and Decision

Two questions to be followed up with vendors and on next agenda in January.

Unit 110 Costs – Discussion and Decision

Jonathan Biard noted the blue bold on the handout as items to put caps on these expenditures- cap cell phone at \$240 a year if feasible, medical insurance not to exceed \$750 a year. Ron Wroblewski will be paying \$16.91 a month on the marketplace. Repairs- 110 assigned Board Member for unit 110 can approve up to \$500 in repairs on his own and the Board approves any repairs over \$500. It has been determined the electricity bill for 110 is connected to other electrical sources. This skews the actual cost that 110 is using and is three times the other unit's average costs. Karen Witherspoon motioned to approve the above caps on unit 110 with Bruce Bachand seconding the motion. All were in favor.

Building Maintenance Over Budget

Beach Lock is key concern for repair costs. John David Bartoe also commented that there are options for other types of locks to be used on property.

FY24 Budget Challenges

John David Bartoe commented that these issues are carried over from FY 23 projects. See Budget Challenges handout. Fire surveillance will need to be carried out through the month of December. Conversation will be held with Wiginton for fire watch reimbursement. Unbudgeted 10k for fire panel that needs to be accounted for the new system. A \$4500 change order was required for additional low voltage, 110- and 240-volt electrical needs. Sound annunciators will also now be required according to the Fire Marshall which include a new smoke detector and a sounder in every bedroom and Living room. Penny Holladay to provide Casey Fire contact for bidding retrofit. There is a new cost of \$1500 for 30 locks. Electrical retrofit for the generator costs have been removed as has been confirmed not needed. Elevator call box will be half the cost expected. Laundry project and any office/recreation room remodeling will be postponed.

Financial Protocol Edits – Jonathan, please fill this in for me.. Thanks!!

VI. New Business:

Upgraded Callbox – Discussion and Decision

See excel spreadsheet provided by John-David Bartoe. \$22,000 was earmarked for the replacement. Jonathan Biard recommended that Swiftlane vendor be chosen. Dean Groff stated that both systems were demonstrated and stated Swiftlane will be implemented easily with quarterly change of codes. John David Bartoe motioned to approve Swiftlane and Karen Witherspoon seconded the motion. All were in favor.

Ratification of electrical work on fire pump

John David Bartoe motioned to approve the \$4500 on the change order for fire pump. Karen Witherspoon seconded. All were in favor.

Owner Comments

Mr. Kay stated Ron is a good asset and doesn't think it is a good policy to cut any benefits to him. Donna Bartoe inquired what the Inflation number was for reserves. Jonathan Biard stated that the average factor was 4 to 5%. Donna Bartoe also asked why the fire watch was not out of reserves as ancillary costs with the capital expenditure. Jonathan Biard replied the costs were included in the Special Assessment. Rob Walker stated that signs of no buses should be added to property. He stated estoppel charges should be retained by the association and Penny Holladay stated that estoppel charges are paid to Coastal Living Community Management LLC as part of the contract. He also questioned paying payroll wages. Penny Holladay stated that the appropriate fees are being filed with the state and we don't have the payroll feature on our QuickBooks subscription due to cost for two employees. Putting green damage was addressed. Randy Birch asked if USA Cleaning was hired behind closed doors and the reply was no, that no vendor has been selected and is on the agenda for January. He thank Thanked Bruce Bachand for the for landscaping efforts. Jonathan Biard confirmed reserves are still in the pooled method. A comment was made that they were surprised about new maintenance items being unanticipated.

VII. Action Items

Signs - Penny

VIII. Determine Next Board Meeting-

January 8, 2024

IX. Adjournment- 7:11 pm

Coastal Living Community Management, LLC

Penny Holladay, LCAM

contact@coastallivingcam.com

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