

Highland Towers, Inc.

Minutes of April 5, 2021 Board of Directors Meeting

1. **Welcome and Introduction by President Louis Mazza:** The meeting was called to order by Louis Mazza. Louis welcomed everyone and thanked them for their attendance. Although there will be a brief Q&A at the end of each topic, it was stated that since this is a working Board Meeting, questions or comments from Shareholders should be held until the end of the meeting. It was stated that today's main topic is the presentation and approval of the 2021 Budget.
2. **Roll Call of Directors:**
President – Louis Mazza, Present
Vice President – Chris Van Horn, present via Zoom
Secretary – Jennifer Schammel, present
Treasurer – Jim Keefe, present
Director – John Gammage, present via Zoom
Director – Kevin O'Hara, present
Director – Bob Turrentine, present
3. **Approval of Prior Meeting Minutes:** The March 10, 2021 meeting minutes were unanimously approved by the Board.
4. **Review and Approval of 2021 Amended Budget:** The 2021 Budget was presented by Jim Keefe. Highlights include increasing the total operating income from \$455,600 in 2020 to \$512,500 for 2021, resulting in a net increase of \$56,900 and increasing the reserves by \$40,000 from \$134,500 in 2020 to \$174,500 for 2021. The overall net increase of the 2021 budget is \$96,900.

The principle change in the operating budget was to account for the full time Property Manager working directly for Highland Towers in lieu of TMG's part time management in the past. The increase in the reserves is related to three items. The first being an increase of reserves for roofing, which increased from \$7,700 to \$23,200 in anticipation of needing to replace the roof sooner than originally thought. Additionally, a \$10,000 line item was added for concrete restoration to address ongoing repairs as maintenance in lieu of waiting for a large restoration project requiring an assessment. The third item was a contingency line item added to the reserves in the amount of \$14,500.

Louis requested that the House Committee prepare a budget for the next meeting.

A motion was made to approve the budget as presented with possible reallocation of some line items, but the total budget amount remaining the same. The Board unanimously approved the motion.

5. **Concrete Restoration Committee Report:** An update of the concrete restoration project was provided by Jennifer Schammel. See Appendix A - Monthly Project Report for March 2021.

- 6. Telecommunications Committee Report:** An update of the Hotwire project was presented by Dean Coscia and the Hotwire Installation team. Dean reported that almost all of the testing and splicing work has been completed. The wire has been pulled up through each stack and into each apartment with the wire terminating to a small box located in the utility closet of the apartment. Hotwire then tested the cable and there were a handful of cases where the testing resulted in some of the wires not performing at 100%. Hotwire is in the process of rectifying this. With the completion of the testing, the infrastructure wiring phase will be complete as well as bringing the main feed from the street into the building. The next phase is installation of each apartment.

Hotwire representatives JoAnne Thurab, Launch Account Manager and Karen Pinto, Launch Account Manager Supervisor introduced themselves and described their roles. JoAnne is the main point of contact for the installation phase and will be onsite Monday through Friday throughout the duration of this phase, scheduling install appointments and answering questions regarding the installation.

The scheduling will be coordinated between Highland Towers and Hotwire. Shareholders will receive a call from JoAnne for an installation appointment typically one day prior to an available time slot. The installation will take approximately four hours on average. Hotwire will require someone to be present in the apartment during the installation. Shareholders who are not onsite will need to have someone present on their behalf and let JoAnne know of any special requirements. At the completion of the installation appointment, Shareholders will have Hotwire service and will need to change networks on any devices that require internet. If a Shareholder is not present and wants to wait until they are onsite to have the installation, this can be accommodated, however there will be no internet service in the apartment as the current ATT network will be disabled at the end of April. This will affect smart thermostats or other devices that require internet service in the apartment. All Shareholders are encouraged to accept the appointment when Hotwire calls so that the project can be completed by the end of April.

There will be four installs a day. Hotwire will assist with setting up five devices if Shareholders need help. Installations to begin April 6th. Hotwire presented examples of each piece of equipment which is to be installed.

Shareholders were advised that it is their responsibility to return their existing AT&T equipment. It is important for Shareholders to know their AT&T account number and take the equipment to any authorized UPS or FedEx facility. The equipment does not need to be boxed up, they will return it for you and provide an itemized receipt.

- 7. Old Business:** There was no old business to discuss.

8. New Business:

- a. **COVID Protocol Discussion:** Kevin O'Hara presented a proposed policy for COVID related issues and is included in the meeting minutes as Appendix B. There was a motion to approve this policy, which was unanimously approved by the Board.

- b. Life Safety System Report & Discussion:** Chris Van Horn provided an update on the life safety system issue, which he stated still requires some work to come to resolution. In February the Fire Department inspected the building which resulted in three minor citations – signs for the Fire Department Connection and Fire Pump Room, emergency lighting repairs and replacement of exit lights on the catwalks. The signage and emergency lighting items are complete. The exit lights on the catwalks are tied up with the concrete restoration project and the Fire Department understands it is preventing the completion of this item.

The current legislation for existing high-rise buildings requires that either a full fire sprinkler system or an Emergency Life Safety Systems program (ELSS) is in place. This requirement has been delayed until January of 2024. It also only applies to high-rise buildings which are defined as buildings greater than 75' measured vertically from the location of the fire truck to the floor level of the highest occupiable floor. In addition, there is documentation stating that buildings with an exterior catwalk are also exempt from this ruling. Because Highland Towers is 67.5' to the highest occupiable floor and has exterior catwalks, the building should be exempt. A ruling from the Fire Department on these exemptions is being requested. Although the building may be legally exempt from the requirement for fire sprinklers or an ELSS, Highland Towers should still review the life safety program and determine which measures should be taken.

- c. Renter/Guest Policy Discussion:** Bob Turrentine presented a proposal which had input from the Board to define and limit the number of guests Renters are allowed during their stay. For overnight visits a one week maximum (non-family) and two weeks maximum (direct family only) will be imposed. For day visits, a guest limit will be defined per apartment size. One bedroom – two adult guests + children. Two bedroom – four adult guests + children. Advance notification of overnight guests will be required. No guests will be allowed while a Renter is not in residence. It was also noted that G2 Renters will fall under the one bedroom definition for limits on guests. The age of “children” will be defined and this item will be voted on at the next meeting.
- d. Fees & Late Fees Discussion:** Chris Van Horn presented a proposal which had input from the Board for late fees for maintenance charges and special assessments not paid in full or paid later than the grace period of 7 days. After the due date has passed, a late fee of \$25 per month plus 18% annual interest will be assessed until paid. There is no grace period for subsequent monthly late fees or interest. This policy will apply to the next quarter's payment (July). The motion was made, and the Board approved the motion (Six “yes” to one “no”).

In addition, there was a motion that a fine of \$100 will be assessed to a Shareholder if Highland Towers has to move indoors any items on their patio due to a hurricane and/or tropical storm watch, warning, advisory or outlook. Additionally, if not paid within 30 days, a late fee of \$25 per month plus 18% annual interest will be assessed until paid. The Board approved the motion. (Six “yes” to one “no”).

- e. Jockey Pump Report & Discussion:** Update will be provided at the next meeting.

f. **Electrical Issues Discussion & Report:** Update will be provided at the next meeting.

9. **Adjournment:** Lou Mazza asked for a motion to adjourn the meeting. A motion was made, the motion was seconded and approved. The meeting was adjourned.

Respectfully Submitted,

Jennifer Schammel, Secretary

Appendix:

Appendix A – Concrete Restoration Monthly Report March 2021

Appendix B – Highland Towers COVID Policy

Highland Towers Concrete Restoration Project

Monthly Report

Month of March 2021

3/1/2021

1. Current Progress – North Catwalks:

a. Progress this month:

The work continued to progress well this month. In the month of March there were zero rain days. US Structures had multiple crews onsite performing various tasks, such as grinding and chipping concrete; rebar repair; concrete formwork; pouring of concrete and topping slabs; stucco; paint prep and painting. The focus of the work this month was pouring back concrete at the full depth repairs and completing the topping slabs. Concrete was poured back on the structural slabs on March 2nd and March 17th. A total of 14 cubic yards of 6,000 psi high early strength concrete was placed. The concrete work is now substantially complete on the North side.

Other repairs worked on this month include overhead partial depth repairs for rusted conduit and electrical boxes; spalls from rusted old rebar chairs and rebar and misc. ceiling spalls and cracks; column repairs; expansion joint repairs and replacement in slabs and columns; window concrete sill repairs and storage room repairs. Patching and stucco work also started this month. Paint prep and painting work began on the upper floors.

The Inspector visited the site nine times this month to inspect the concrete and identify additional areas to remove by chipping. The inspector directed additional concrete to be removed around several columns, windows and doors. He also inspected and approved the repair of rebar and formwork preparations for the pour back of concrete.

All catwalk railing was protected as well as windows and ACs during the work. AC protection is removed in the evenings to allow Shareholders to run the AC overnight.

- b. Storage Room Repairs: Restoration work continued in the Storage Room throughout the month. The repairs were completed and the concrete has been poured back on the columns as well as the East wall, filling in the existing window area. Shoring has been removed and the storage units are accessible again.

2. Current Progress – West Catwalks:

c. Progress this month:

The second phase of the catwalk restoration began on March 15th with the closure of the parking lot area in front of the building to protect residents and vehicles. The contractor installed a swing stage and scaffolding on the west side to access the catwalks. A temporary pedestrian walkway was installed on the lower level to allow safe access to G1, G2, Storage and the Stairs. AC protection on all West units was also installed and shutters were removed. Once mobilization and temporary protection measures were in place, power washing of catwalk ceilings and walls began on the upper floors on March 22nd. The pressure washing removed loose paint and concrete spalls to reveal concrete cracks and spalls. Concrete chipping of hollow topping slabs began which revealed rusted rebar and corrosion at the structural slab in many areas. Chipping of ceiling at rusted concrete and other areas also started. Grinding of non-hollow topping slabs began as well.

3. Budget:

The Contractor has been paid \$72,953 through the month of February. The March pay application has not been received yet. As of February, the work on the North catwalks has incurred a budget overrun of \$33,368 for additional work due to the extent of the repairs. The contingency fund for the Catwalk portion of the project is \$45,000. It is anticipated that the additional repairs on the catwalks will exceed the contingency fund for the catwalks and require use of the contingency fund from the balcony phase or another source.

4. Project Issues:

- a. Safety – Safety of building occupants and workers continues to be the major focus for the project. Although the catwalk slabs were poured back on the North side, most floors have ongoing overhead work, power washing and grinding work still going on at the North side. On the West side, chipping and grinding concrete are a safety hazard for walking on catwalks and therefore the catwalks are off limits during working hours. The contractor has placed barriers on the catwalks to further reiterate the need to stay off of them while they are working.
- b. AC concerns – ACs are turned off during the working hours so that the contractor can perform dusty work which will damage the ACs if they are running. The AC is turned off due to the plastic protection covering the unit while grinding and chipping is going on. This protects the condensing unit from sucking in the dust. The contractor removes the protection at 4:30 p.m. each day. Shareholders are able to turn their air on in the evenings, after 4:30 p.m. and shut it off again in the morning at 8:00 a.m. Shareholders are responsible for ensuring their AC is off at 8:00 a.m. M-F and for any other supplemental AC or dehumidification measures.
- c. Rusted electrical conduit – Additional rusted conduit has been found on the West catwalks and will need to be replaced.
- d. Shutters – North and West door shutters were removed so that repairs could be made. Since the shutters were anchored to the catwalk slab they needed to be removed to properly waterproof the slab. Shareholders were contacted and given the option of disposal or storage. Certain window shutters also needed to be removed. It is uncertain at this time if these shutters can be reinstalled.

5. Schedule and Phasing:

The work will continue on the North Catwalks through the month of April. Painting of walls and ceilings will continue throughout the month. Waterproofing of the North catwalk floor slabs will take place mid month. Tentative schedule for waterproofing and spray deck is the week of April 12th for floors 7, 6 and 5 and the week of April 19th for floors 4, 3, 2 and 1. The schedule is dependent on the weather as rain will hinder the ability to apply the waterproofing. There are multiple layers of the waterproofing and spray deck and each day for five days straight, a new layer is applied. Due to the dry time, the floors cannot be walked on for 12 hours each day for these 5 days. Therefore, access to the apartments on these floors during this time will be limited to before 8:30 a.m. and after 8:30 p.m.

The work on the West Catwalk Phase will continue throughout the month of April with demolition work including chipping and grinding of topping slab. The crews will also work on full depth repairs in areas identified by the Inspector. Since the extent of the repairs are uncertain at this time, the schedule for painting and waterproofing has not been firmed up yet.

Once the crews are complete with the painting and waterproofing on the North Catwalks, they will begin to mobilize on the North Balconies (Stacks 5, 6 and 7) during the month of May.

6. Shareholder Concerns:

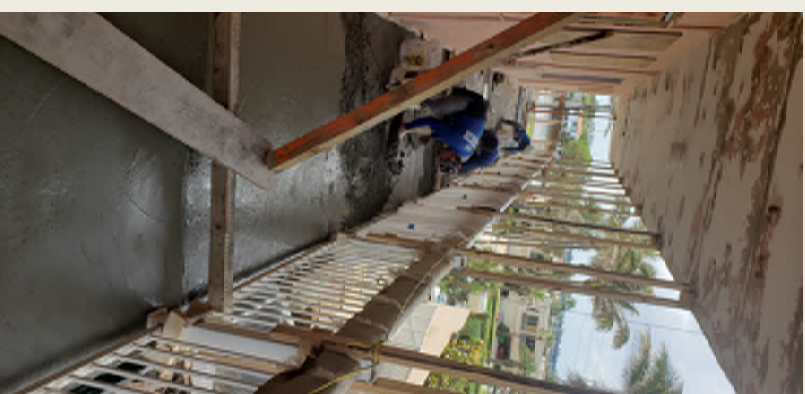
Shareholders, Renters and Visitors should be reminded of the following:

General Considerations:

- Catwalk construction will continue to be very loud, dusty and an inconvenience to all occupants in the building. Catwalk closures and limiting AC use pose additional great inconvenience to the North and West sides of the building. Due to the extent of the concrete repairs required, non residing Shareholders should seriously consider these inconveniences prior to deciding to occupy their apartments and should be advised that renting and having extended family/friends use their apartments should be discouraged during this critical construction work. In addition to the inconveniences they experience, the more occupants in the building, the more opportunity for safety issues, accidents and contractor delays.
- Chipping and grinding work is very dusty. Although there are dust filters/collectors on the tools, there is still a lot of dust that travels in the air to the parking lot. Catwalk/elevator lobby doors should also remain closed to limit dust intrusion into the building.
- There is no available parking along the North Alley wall. This needs to stay clear for the building's trash removal and the Contractor's dumpster switch out and other construction deliveries. Shareholders are to ask all visitors, service vehicles, Realtors, etc. to park across the street.
- The Contractor's fenced off staging area in front of the building and in the alleyway is a hardhat construction zone and should not be entered as it is dangerous due to overhead work. Protected walkways to access maintenance, storage and ground floor apartments should be the only means for access on the ground floor.
- All Shareholders receive a daily Construction Notice email from Construction@highlandtowers.org for all impacts to catwalks, ACs and access to their units. Shareholders are responsible for reading the daily construction notices to understand the impacts to their unit and plan their activities accordingly.
- Shareholders are also responsible for forwarding the notices to their renters and visitors. In addition, daily construction notices are posted in the elevators and bulletin board in the lobby.
- Shareholders can log in to the website highlandtowers.org to see construction updates under the Restoration Project tab and can view construction progress photos in the gallery. Weekly updates are posted every Friday evening/Saturday morning. All Shareholders should check it weekly to keep updated on the project and important reminders that impact the Shareholders.
- For safety precautions, catwalk access on various floors will be off limits during the workday, M-F 8:30 a.m. – 12:15 p.m. and 12:45 p.m. - 4:30 p.m. except for essential needs. Occupants with essential needs are to call Dale prior to leaving their apartment so he can coordinate with the contractor to ensure a safe path on the catwalk. They should also check in with the Manager or Dale upon returning to their apartment to ensure safe access. All non-essential activities should be planned around the above times.
- The Contractor will remove the plastic protection from ACs each evening and replace in the morning. Unit occupants are responsible for turning the AC OFF by 8:00 a.m. M-F. If the unit is running when the Contractor goes to reinstall the protection, they will not be able to protect the AC that day. Likewise, if the AC kicks on during the day after the plastic has been installed, there could be damage to the AC. The Contractor nor Highland Towers is responsible for any damage caused by Shareholder not turning AC OFF prior to 8:00 a.m.
- The Contractor covers slab openings at the end of the work day when the catwalks are opened back up. Occupants are cautioned to watch their step as these can be a tripping hazard as well as the uneven concrete areas where the topping slab has been removed. These 1" – 2" thick uneven areas can be hard to see and care needs to be taken when walking in these areas.

North Catwalks





Full Depth Slab Repair Progress

Slabs Poured Back





Typical
Door
Threshold
Repair



New Conduit and
Electrical Box. Ceiling
Repairs. Expansion
Joint Slab and Column
Repair.





Paint Prep Work and Prime Coat





Stucco on Repaired Sills, Thresholds and Columns



Storage Room Repairs



West Catwalks





Construction Hard Hat Area. Temporary Pedestrian Protected Walkway. Entrance and Exits Reversed for Traffic Flow.



Catwalk Barriers and Jobsite Signage

Window and AC Protection



Shutter Removal for Repairs

Demolition Begins – Power Washing and Topping Slab Removal





**Topping Slab
Removed in
Hollow Areas**



Cracks, Rusted Rebar and Conduit
Revealed in Walls After Power Washing



Rusted Rebar and Conduit in Ceilings