

MINUTES OF NOVEMBER 9, 2020 BOARD OF DIRECTORS MEETING

MEETING CALLED TO ORDER BY PRESIDENT SALLY GLEICHER AT 10:00 AM.

ROLL CALL OF THE DIRECTORS

PRESIDENT - SALLY GLEICHER - present
VICE-PRESIDENT - JIM KEEFE - present
SECRETARY - ANNE DUNN - present
TREASURER - CHRIS VAN HORN - present - zoom
DIRECTOR - JOHN GAMMAGE - present - zoom
DIRECTOR - KEVIN O'HARA - present - zoom
DIRECTOR = JENNIFER SCHAMMEL - present

MINUTES OF THE JULY 6, 2020 BOARD MEETING WERE APPROVED, SECONDED AND PASSED BY THE BOARD

PRESIDENT'S REPORT

GOOD MORNING EVERYONE, BOTH HERE AND ON ZOOM. I HOPE EVERYONE REMAINS HEALTHY AND STAYS SAFE DURING THIS TROUBLED TIME. WE REMAIN CAREFUL, KEEPING THE BUILDING CLEAN AND SANITIZING CONTINUALLY. YESTERDAY'S RAIN SHOWED US WE MUST DO THE CONCRETE RESTORATION.

OUR COOPERATIVE BUILDING IS BEING CHALLENGED. NOT ONLY FROM THE COVID VIRUS BUT ALSO FROM THE EMOTIONAL TOLL THE VIRUS IS TAKING UPON MANY OF US. PEOPLE SEEM TO BE ON EDGE AND ARE BEHAVING IN WAYS THAT I HOPE ARE NOT THEIR TRUE SELVES. I AM ASKING OUR COOPERATIVE COMMUNITY TO PLEASE CONSIDER AND TREAT EACH OTHER AS WE WISH TO BE TREATED.

THE BOARD WORKS FOR EVERYONE AND ASKS THAT WE BE TREATED FAIRLY AND WITH RESPECT. WE KNOW THAT NOT EVERYONE IS HAPPY WITH DECISIONS MADE FOR THE ENTIRE BUILDING. WE ASK THAT YOU TALK WITH US AND OUR NEIGHBORS TO MAKE YOUR WISHES KNOWN. AT THE SAME TIME, I ASK THAT YOU HEAR WHAT WE ARE SAYING AND CONSIDER WHY WE ARE DOING THINGS A DIFFERENT WAY. THE BOARD IS MADE UP OF DIFFERENT MEMBERS OF THE COMMUNITY. WE WORK TO DO WHAT WE FEEL IS BEST FOR THE ENTIRE BUILDING IN A RESPONSIBLE AND FINANCIALLY PRUDENT MANNER.

IF YOU FEEL YOU HAVE EXPERTISE OR INTEREST IN SPECIFIC AREAS, I ASK THAT YOU CONSIDER JOINING COMMITTEES TO HELP US WORK ON THE ISSUES FACING HT. AT THE SAME TIME, PLEASE BE AWARE THAT THE MEMBERS OF COMMITTEES WORK WITH THE CHAIR TO DEVELOP RECOMMENDATIONS. HOWEVER, ONLY THE CHAIR REPORTS TO THE BOARD GIVING HIS/HER RECOMMENDATION.

I WOULD LIKE TO TALK ABOUT SOME ISSUES BEFORE US.

WE ARE HAVING A PROBLEM COLLECTING OUR MAINTENANCE AND RESERVE CHARGES. PEOPLE ARE SAYING TO ME THAT TMG IS NOT SENDING OUT THEIR BILLS. I AM TOLD BY

SHANNON THAT THE BILLS GO OUT TO THE EMAIL ADDRESSES GIVEN. PERHAPS PEOPLE HAVE TO LOOK IN THEIR SPAM TO FIND THEIR BILLS.

I AM SUGGESTING A DIFFERENT FIX. PLEASE NOTE THAT WE COLLECT FEES FOUR TIMES A YEAR.

JANUARY 1, APRIL 1, JULY 1, OCTOBER 1

THE BILLS ARE SENT OUT THE FIRST DAY OF THE PREVIOUS MONTH -
DECEMBER 1, MARCH 1, JUNE 1, SEPTEMBER 1.

PLEASE NOTE THIS ON YOUR CALENDARS. IF YOU DO NOT SEE YOUR BILL, I ASK THAT YOU CALL SHANNON IN THE OFFICE AT HT AND SHE WILL SEND YOUR BILL PROMPTLY.

WE ARE ALSO HAVING SOME PROBLEMS WITH MORE THAN THE USUAL NUMBER OF SHAREHOLDERS WHO DID NOT TAKE THEIR FURNITURE OFF THEIR BALCONIES WHEN THEY LEFT THE BUILDING BEFORE HURRICANE SEASON. DALE HAD TO TAKE CARE OF THIS INSTEAD OF HIS USUAL WORK. WE ASK THAT EACH SHAREHOLDER TAKE CARE OF YOUR BALCONY FURNITURE BEFORE YOU LEAVE YOUR UNIT, ESPECIALLY BEFORE HURRICANE SEASON, JUNE 1- NOVEMBER 30.

THE DATES OF THE BOARD MEETINGS ARE LISTED ON THE MARCH BOARD MINUTES. I ASK THAT SHAREHOLDERS PUT THESE DATES ON THEIR CALENDARS. WE LET EVERYONE KNOW ABOUT A MEETING AT LEAST 48 HOURS BEFORE THE DATE. WE SEND NOTICES ABOUT THE SHAREHOLDERS MEETING IN MARCH AT LEAST 14 DAYS BEFORE THE DATE. PLEASE KNOW YOU ARE WELCOME TO ALL BOARD MEETINGS AND WE WELCOME YOUR INPUT FOR THE SHAREHOLDERS MEETING.

WE HAVE BEEN DEVELOPING THE BUDGET THESE LAST WEEKS. TODAY WE PRESENT THE BUDGET WITH THE ABILITY TO CHANGE ITEMS AS NEEDED. AT THIS TIME WE ARE INCREASING THE MAINTENANCE ABOUT 4% AND INCREASING THE RESERVES 14% FROM LAST YEAR. WE NEED TO BE PREPARED FOR UNEXPECTED PROBLEMS.

THE ASSESSMENT FOR THE CONCRETE RESTORATION WORK HAS BEEN DEVELOPED. AT THIS TIME IT IS \$1,000,000. THIS WILL COVER WORK ON THE CATWALKS, BALCONIES, OTHER WALLS OF THE BUILDING, THE STORAGE ROOM, DOORS FOR THE CATWALKS AND LAUNDRY ROOMS AND PERHAPS NEW ROOF DOORS. DALE INFORMS ME THAT ONE OF THE ROOF DOORS HAS COME OFF ITS HINGES AND DOES NOT OPEN AND CLOSE. BOTH DOORS ARE LEAKING. THESE DOORS WERE REPLACED THREE YEARS AGO BY THE FIRM RECOMMENDED BY DAN FROM TMG. AFTER LOOKING AT OUR BILLS FOR THESE ROOF DOORS, I AM NOT SURE THEY WERE THE CORRECT DOORS FOR THE ROOF. YOUR BOARD WILL ADDRESS THIS PROBLEM.

CHRIS WILL DISCUSS THE VARIOUS WAYS POSSIBLE TO PAY THE ASSESSMENT AND LET EVERYONE KNOW WHAT WE THINK WILL WORK BEST FOR THE BUILDING.

EACH SHAREHOLDER WILL GET A COPY OF THE ASSESSMENT RATES ENCLOSED IN THE MINUTES OF THIS MEETING. WE WILL HOLD A SPECIAL MEETING WITHIN THE NEXT MONTH SO THAT THE BOARD CAN RATIFY THE CHARGES. SHANNON RECENTLY TOLD US WE NEED TO ALERT ALL BOARD MEMBERS WITH A 15 DAY NOTICE BEFORE WE DO THIS.

AT THE LAST MEETING IN JULY, WE TALKED ABOUT THE NEED TO DEVELOP STANDARDS WHEN SHAREHOLDERS REPLACE DOORS, WINDOWS, SHUTTERS, SLIDERS AND A/C

GRILLS. WE ARE LEARNING THAT THE PROBLEMS IN THE BUILDING WITH THE CONCRETE ARE EXACERBATED BY PRODUCTS THAT ARE NOT MADE FOR OUR COMMERCIAL BUILDING. IN ADDITION THE INSTALLED PRODUCTS HAVE USED THE WRONG TYPE OF ANCHORS, SCREWS, ETC.

WE SAID THAT WE WOULD ENGAGE AN ENGINEER WHO WILL HELP US DEVELOP THE STANDARDS NEEDED. JEN LOOKED INTO GETTING US THIS COMPANY AND FOUND A.T. DESIGNS. WE HAD A ZOOM CALL WITH THE OWNER AND READ THE MATERIALS PRESENTED. A.T. DESIGNS HAS BEEN ENGAGED TO TAKE THIS JOB. THE OWNER, TIM MARSHALL, SPECIALIZES IN DEVELOPING THESE STANDARDS. SHAREHOLDERS WILL HIRE THEIR OWN CONTRACTORS TO REPLACE WINDOWS, DOORS, SHUTTERS AND A/C GRILLS. HOWEVER, THE SHAREHOLDER WILL BE REQUIRED TO FOLLOW THE STANDARDS DEVELOPED BY TIM MARSHALL. I HAVE ASKED JEN TO ADD THE ROOF DOORS TO A.T. DESIGNS WORK.

THE ARCHITECTURAL COMMITTEE WILL USE THESE STANDARDS WHEN REVIEWING THE PLANNED IMPROVEMENTS BY THE SHAREHOLDERS. THIS PROCESS IS REQUIRED BY THE TOWN OF HIGHLAND BEACH. JEN WILL GO INTO MORE DETAILS WHEN SHE GIVES HER REPORT. THIS IS BEING DONE TO KEEP OUR BUILDING AS WATERTIGHT AS POSSIBLE AFTER WE COMPLETE THE CONCRETE WORK.

AS IS THE PRACTICE IN FLORIDA, NEITHER OUR PRESENT INSURANCE AGENT, CHAD DORSEY, NOR OUR PREVIOUS AGENT, MIKE SAUER, HAVE GIVEN US AN APPROXIMATE AMOUNT FOR THE 2021 INSURANCE YEAR. CHAD FELT THE AMOUNT MIGHT BE AROUND \$90,000. WE SHOULD BE ABLE TO PAY THE AMOUNT WITHOUT TAKING ANYTHING FROM RESERVES. WE WILL ALSO BE TAKING OUT INSURANCE, CALLED BUILDERS RISK INSURANCE, FOR THE CONCRETE RESTORATION WORK. OUR GOAL IS TO PROTECT OUR BUILDING WHILE THE WORK IS GOING ON.

WE HAD OUR ELEVATORS INSPECTED, ONE HAD A BROKEN FAN. IT WAS REPAIRED. IMMEDIATELY AFTER WE GOT THE INSPECTION CERTIFICATE, THE FAN IN THE OTHER ELEVATOR STOPPED WORKING, AS DID ONE OF THE LIGHTS. THIS HAS BEEN ADDRESSED AND WILL BE REPAIRED SHORTLY.

DALE HAS PAINTED THE HALLWAY GOING TO THE BATHROOMS AND GYM ON THE LOBBY FLOOR. HE WILL BE PAINTING THE WOMEN'S BATHROOM AND THE GYM ALSO.

TODAY, DEAN COSCIA WILL BE GIVING HIS REPORT FROM THE TELECOMMUNICATIONS COMMITTEE. HE GAVE THE BOARD AND COMMITTEE MEMBERS THE OPPORTUNITY TO HEAR FROM EACH VENDOR ON A ZOOM CALL LAST WEEK. THE VENDORS HOT WIRE, QXC AND AT&T OFFER FIBER OPTICS TO THE BUILDING. EACH PRESENTS DIFFERENT OPTIONS FOR SERVICES, INTERNET AND TV, AT DIFFERENT COSTS, WITH DIFFERENT YEARS OF CONTRACT.

I PERSONALLY BELIEVE THAT WE NEED TO MOVE TOWARD THIS NEW TECHNOLOGY, WITH A CONTRACT THAT IS NO LONGER THAN 5-6 YEARS, OFFERING SERVICES THAT CAN BE TAILORED TO THE SHAREHOLDERS WISHES. OTHERS HAVE DIFFERENT VIEWS. THE BOARD WILL ADDRESS THE ISSUES INVOLVED TODAY.

I WOULD LIKE TO END MY REMARKS BY THANKING THE BOARD MEMBERS FOR THEIR TIRELESS WORK FOR THE BUILDING, CHRIS WITH SHARON FROM TMG HAVE BEEN ABLE TO GET OUR BUDGET AND ASSESSMENT ISSUES ADDRESSED. JIM, ANNE AND I HAVE SPENT LOTS OF TIME REVIEWING THE ISSUES, DEVELOPING PLANS AND MAKING DECISIONS TO KEEP THE BUILDING WORKING. JEN HAS PROVIDED ALL OF US WITH

LESSONS IN CONSTRUCTION 1.1, DELIVERED IN A CLEAR, UNDERSTANDABLE MANNER THAT ALLOWS THE BOARD TO MAKE GOOD DECISIONS. KEVIN, WITH HIS INSIGHTFUL QUESTIONS, AND JOHN CONTINUE TO OFFER ASSISTANCE TO US ALL. JEFF, THANK YOU FOR LISTENING.

TREASURER'S REPORT

CHRIS VAN HORN REPORTED NOVEMBER 9, 2020

FINANCIAL DATA AS PF 10/31/2020

AUDIT WAS COMPLETED 8/24/2020

HTI FUNDS

- OPERATING CASH \$135,378
- HTI RESERVES \$362,169
- HTI SPECIAL ASSESSMENT BALANCE \$196,542

INCOME

- MAINTENANCE INCOME YTD \$355,083
- RESERVE INCOME YTD \$134,500

INCOME VS EXPENSE

- TOTAL OPERATING INCOME YTD \$530,827
- TOTAL OPERATING EXPENSE YTD \$511,346
- NET OPERATING INCOME YTD \$19,481

AMENDED BUDGET IN JULY TO FUND INCREASED INSURANCE PREMIUM AND NEEDED REPAIRS.

2021BUDGET

- MAINTENANCE BUDGET \$470,690, 4.6% INCREASE OVER 2020 PROJECTED INCREASES FOR INSURANCE, MGMT. FEES, BLDG. REPAIRS AND PAYROLL
- RESERVE BUDGET INCREASES BY \$25,000 (CONCRETE \$10K, ROOF \$15K)

CONCRETE RESTORATION FUNDING

- 3 OPTIONS CONSIDERED
- SHAREHOLDER ASSESSMENT- LOWEST COST OPTION
- LOANS FROM SHAREHOLDERS - INTEREST PLUS RELATED EXPENSES
- BANK LOAN - EXAMPLES FROM 2 LENDERS

HOUSE COMMITTEE REPORT

SINCE OUR JULY 6, 2020 BOARD MEETING WE HAVE BEEN TAKING ALL THE NECESSARY COVID 19 PRECAUTIONS HERE AT HIGHLAND TOWERS TO ASSURE THE SAFETY OF ALL OUR SHAREHOLDERS IN RESIDENCE. MASKS ARE BEING WORN IN ALL COMMON AREAS AND SOCIAL DISTANCING IS THE NEW NORM. THIS SUMMER THE SUN WAS QUITE STRONG AND THE IGUANAS WERE BUSY. TOGETHER THEY DID QUITE A JOB ON OUR FLOWERS. WE ARE NOW TRYING TO PLANT NEW FLOWERS TO MAKE EVERYTHING ATTRACTIVE. NOW THE TROPICAL STORM WIND

AND RAIN ARE GIVING OUR BEAUTIFUL PLANTS A HARD TIME. THE TRIALS OF LIVING ON THE OCEAN!

DALE HAS BEEN WORKING WITH THE HOUSE COMMITTEE TO IMPROVE THE LOOK OF THE GYM AND LADIES BATHROOM. IT IS A WORK IN PROGRESS.

THE DECK HAS BEEN CLEANED UP AND THE FURNITURE IS NOW OUTSIDE AGAIN. PLEASE OBSERVE THE RULES REGARDING TOWELS ON THE FURNITURE TO PROTECT THE SLINGS FROM TURNING COLOR. ALSO NO TOWELS ON THE POOL FENCE OR RAILINGS OF YOUR BALCONY AT ANY TIME! IT IS YOUR RESPONSIBILITY TO MONITOR YOUR GUESTS. ALSO COVERUPS AND FOOTWEAR ARE REQUIRED IN THE BUILDING, AS WELL AS MASKS.

PLEASE KEEP YOUR STORAGE BIN NEAT AND DO NOT PUT ANYTHING ON THE FLOOR IN THE STORAGE ROOM. IT IS A FIRE HAZARD.

PLEASE REMEMBER TO SIGN IN WHEN YOU ARRIVE FROM OUT OF TOWN SO WE ARE AWARE YOU ARE IN THE BUILDING AND ALSO WHEN YOU LEAVE ON A TRIP. THIS IS IMPORTANT SO WE ARE AWARE OF WHO IS IN RESIDENCE IN CASE OF AN EMERGENCY. WE ARE NOT CHECKING ON YOU!

PARKING IS GOING SMOOTHLY. PLEASE LET US KNOW YOUR ARRIVAL AND DEPARTURE DATES.

WE WISH YOU ALL A BEAUTIFUL THANKSGIVING AND HOLIDAY SEASON. PLEASE STAY SAFE AND WELL

ALSO I WAS ASKED TO REMIND YOU TO REMOVE THE MATS IN FRONT OF YOUR UNIT DOORS WHEN IT IS WINDY. THEY ARE LIKE MISSILES FLYING IN THE AIR!

ANY QUESTIONS CALL CAROL GAMMAGE OR ANNE DUNN.

ANNE DUNN HOUSE COMMITTEE CHAIRPERSON

LETTER FROM THE LICATA FAMILY

TO ALL OUR FRIENDS AT HIGHLAND TOWERS,

OUR FAMILY WOULD LIKE TO EXTEND OUR HEARTFELT GRATITUDE FOR ALL YOUR PRAYERS, SUPPORT, AND GENEROSITY DURING THIS DIFFICULT TIME. JOMARIE IS SLOWLY GETTING BETTER DAY-BY-DAY. WE ARE GRATEFUL FOR YOUR KINDNESS. THANK YOU EVER SO MUCH.

FROM THE ENTIRE LICATA FAMILY

ADMISSIONS COMMITTEE

BOB TURRENTINE, CHAIRPERSON, REPORTED

TWO SALES	102	EFTHIMIOU TO HERNANDEZ	RENTALS	106,107,605
	103	HERNANDEZ TO LAPNOW		402(1YR)

ARCHITECTURAL REVIEW

JENNIFER SCHAMMEL HAS PRESENTED A VERY COMPLETE REPORT WHICH IS ATTACHED TO THE MINUTES AND IT IS IMPORTANT THAT EACH SHAREHOLDER READ IT, IT CONTAINS VERY IMPORTANT INFORMATION.

CONCRETE RESTORATION REPORT

JENNIFER SCHAMMEL HAS PRESENTED A VERY COMPLETE REPORT AS WELL AS A SLIDE SHOW WHICH IS ATTACHED TO THESE MINUTES FOR ALL SHAREHOLDERS TO READ AND BE AWARE OF THE PROJECTED WORK TO BE DONE HERE AT HIGHLAND TOWERS.

IT IS EXTREMELY IMPORTANT TO READ THESE ATTACHMENTS TO ANSWER MANY OF YOUR QUESTIONS AND CONCERNS.

LEGAL COMMITTEE

JIM KEEFE HAS BEEN BUSY REVIEWING RENEWED CONTRACTS AND STATUTES. HE ALSO HAS BEEN WORKING WITH BOARD MEMBERS AND TMG ON THE MANY ISSUES OUR BUILDING IS PRESENTLY FACING. HE HAS BEEN RESPONDING TO MANY QUESTIONS DURING THE MEETING.

G2 BUSINESS

SHANNON, OUR BLDG. MANAGER, IS NOW TAKING CALLS FOR G2 RENTALS. RENTALS ARE ONLY FOR SHAREHOLDERS FAMILY MEMBERS AND PRESENTLY THE RENTAL IS \$500 PER WEEK (SAT. TO SAT.) AND \$150 CLEANING FEE.

TELECOMMUNICATIONS COMMITTEE REPORT

DEAN COSCIA, THE TELECOMMUNICATIONS COMMITTEE CHAIRPERSON, GAVE A VERY COMPLETE REPORT ON THE COMMITTEE'S FINDINGS ON TWO OF THE THREE COMPANIES THAT THEY CONSIDERED AND INTERVIEWED. THEY CONCENTRATED ON TWO - HOTWIRE AND QXC. DEAN IS SENDING ALL SHAREHOLDERS THE COMMITTEE'S FINDINGS. WHEN ASKED HIS CHOICE DEAN RESPONDED HOTWIRE - BUT MADE IT CLEAR THE HE ALSO LIKES QXC. BOARD MEMBERS WERE ASKED THEIR OPINIONS AND IT WAS MIXED IT SEEMS MOST SHAREHOLDERS ARE NOT IN FAVOR OF A 10 YEAR CONTRACT, YET LONG TERM CONTRACTS SEEM TO BE THE TREND BECAUSE OF THE COST OF THE EQUIPMENT AND INSTALLATION. THE BUILDING PAYS FOR THIS OVER TIME.

OLD BUSINESS

NOTHING REPORTED

NEW BUSINESS

BOB TURRENTINE BROUGHT TWO REQUESTS TO THE ATTENTION OF THE BOARD TO BE CONSIDERED.⁷

THAT THE EXISTING PARKING RULES BE MODIFIED TO ALLOW NON-TRADITIONAL VEHICLES, SUCH AS CAMPERS, TRAILERS AND VANS BE ALLOWED TO PARK IN THE WEST LOT.

ALLOWING SHAREHOLDERS WITH A FIVE YEAR HISTORY IN THE BUILDING WHO PURCHASE A NEW UNIT IN THE BUILDING BE ALLOWED TO RENT THEIR NEW UNIT WITHOUT HAVING TO WAIT THE TWO YEAR PERIOD NOW IN EXISTENCE FOR NEW PURCHASES.

SALLY ASKED FOR A MOTION TO ADJOURN THE MEETING. THE MOTION TO ADJOURN WAS MADE AND SECONDED AND APPROVED.

RESPECTFULLY SUBMITTED,

ANNE DUNN, SECRETARY

November 9, 2020

Highland Towers November 9th Board Meeting Updates

By: Jennifer Schammel

Architectural Review Committee – John Gammage, Chris VanHorn, Jennifer Schammel

Architectural Review Committee:

There were five Architectural Review Requests submitted since the July meeting. Unit 202 - kitchen and bathrooms renovation, Unit 704 - carpet replacement, Unit 503 – front door replacement and 102 - window replacement and AC Grille replacement.

Update on Building Standards:

The Board has engaged the services of Tim Marshall of AT Designs to help us develop the building standards. Tim is an Engineer who specializes in building envelope and water tightness issues. These requirements are being formalized to ensure not only water-tightness issues are addressed, but consistency and structural/architectural criteria are met. This includes windows and doors, shutters, caulking and waterproofing, roofing and anti-corrosive solutions for anchoring elements to the building.

AT Designs is in the process of developing a wind load analysis for the building which will help us determine the most ideal windows and doors for Shareholder replacements. There are various types of impact windows and doors that all meet the stringent current Miami Dade building code requirements. A window or door can meet the minimum requirements of the building code, but not necessarily be adequate or ideal for our building, which is considered a Threshold Building (building over three stories or 50' in height). In high winds, windows with a lower wind load capacity can have more potential for leaking than one with a higher wind load capacity. Ultimately the leaking causes concrete deterioration. One of the goals of establishing these requirements is to stop leaks in Shareholder's units and limit the concrete repairs that are required due to these leaks.

One step that we have already taken is requiring that stainless steel anchors are included for all exterior elements - window, door, shutter, AC grille, etc. This has to be engineered for the specific replacement since stainless steel anchors have a different strength than regular steel.

The process for replacing exterior elements will be streamlined for the Shareholder in that they simply provide the standards to the contractor when the project is being priced. This will speed up the Association approval as well as the building permit. The Town of Highland Beach is requiring site specific engineering for each replacement, so this will be part of the building standard requirements. The contractor will also be required to include removing the old system, anchors, trim, etc. and they will need to repair the surrounding concrete and make it water-tight as part of the Shareholder's replacement project. There are many existing holes, rusted anchors, cracks, etc. around the outside of windows where new windows were put in without repairing the concrete. This is adding to the leak problems of water entering through the wall and into the units.

As a reminder, any interior or exterior alterations to a unit including AC replacements or grilles should be submitted to the Architectural Review Committee prior to work commencing.