

# *Highland Towers, Inc.*

## Shareholder Meeting Minutes February 23, 2022

### **1. Call to Order and Roll Call:**

Louis Mazza welcomed everyone and called the meeting to order at 7:03 PM.

#### **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 – Dean Coscia, Present  
Director – Kevin O'Hara, Present *via ZOOM*  
Director – Bob Turrentine, Present

Number of Shareholders: 12 present and 16 via ZOOM, not including Board Members.

### **2. Proof of Notice of Meeting: Jennifer Schammel**

The notice for the meeting was provided via email and posted onsite on the three bulletin boards with statutory notice. Email addresses provided by shareholders and maintained as an Association Distribution List are on file in the office.

The Manager provided a notarized "Affidavit of Mailing" for the Shareholders 14-day statutory notifications on the votes for the Center Stairwell and West Bedroom Windows.

### **3. Prior Meeting Minutes: Jennifer Schammel**

None Presented

### **4. President's Report: Lou Mazza**

- Lou Mazza welcomed our newest Tony and Cheryl Borg of Unit 701.
- There are two meetings tonight; no committee reports will be given.
  - The first meeting is a Shareholder meeting and the purpose is to tally the votes for the standardization of the West bedroom windows and the material to be used at the internal stair tower (windows vs. concrete block).
  - The second meeting is a Board meeting and the purpose is to approve the revised House Rules
- The Board entertained question while the proxies were tallied.

### **5. Treasurer's Report: No Report Given**

### **6. Committee Reports: No Reports Given**

### **7. Management Report: No Report Given**

### **8. OLD Business: Lou Mazza**

The Manager and Secretary confirmed that a quorum was established - there were at least 1,089 shares present before the proxy envelopes were reviewed by the inspectors. The association needs 868 Shares to conduct business, therefore the meeting can proceed and votes tallied.

**Motion:** *Appoint Tony Borg #701 and John Fitzpatrick #502 as inspectors of proxies.*

R. Turrentine: Motioned

J. Schammel: Seconded

Vote: 7-0

The Manager and two inspectors left the table to inspect the proxies and tally the results and the Board had a Q&A session with the shareholders while the votes were tallied. After 20 minutes the Manager announced the results and asked the two inspectors if they agreed with the results, both inspectors affirmed "Yes".

**Results of Proxies:**

- 1) *Approve alterations to the common elements, specifically replacing the glass block in the exterior wall openings of the stairwells of each floor, including the roof, by closing the openings with CMU block, stucco, and drywall, and then painting to match the existing interior and exterior walls at an approximate total cost of \$12,000 to \$14,000.*

**Total Shares: 1515 voted**

**Approve Motion: 546.2 (1156.7 shares needed to approve)**

**Disapprove: 968.8**

- 2) *Approve changing the Standard Configuration of the West bedroom window in stacks 2, 3 and 4 from three (3) single hung window to single hung/picture/single hung (The same configuration as the East bedroom window in those units)*

**Total Shares: 1515 voted**

**Approve Motion: 846.6 (1156.7 shares needed to approve)**

**Disapprove: 668.4**

**Motion:** *Approve the results of vote #1; the vote failed to achieve the two-thirds total shares necessary to approve CMU Block in the center stairwell.*

L. Mazza: Motioned

D. Coscia: Seconded

Vote: 7-0

**Motion:** *Approve the results of vote #2; the vote failed to achieve the two-thirds total shares necessary to approve changing the standardization of the west bedroom window.*

L. Mazza: Motioned

J. Keefe: Seconded

Vote: 7-0

**9. NEW Business:** *No Items*

**10. Adjournment:**

**Motion:** *Adjourn the Board Meeting at 7:36 PM*

L. Mazza: Motioned

J. Schammel: Seconded

Vote: 7-0

Respectfully Submitted,



Jennifer Schammel  
Secretary  
Highland Towers, Inc.

**05-02-2022**

Date

**Enclosures:**

- Proxy Paperwork Center Stairwell
- Proxy Paperwork West Window Configuration



# LIMITED PROXY

The undersigned hereby appoints \_\_\_\_\_ as my proxy (if left blank the Association's Secretary will be the proxy holder) with full powers of substitution, for all matters to come before the **Special Shareholders Meeting of Highland Towers, Inc.**, to be held on **February 23, 2022, at 7:00 P.M.**, and any lawful adjournment thereof.

The proxy shall vote as specifically directed below, on my behalf, as well as represent my appearance at the meeting for quorum purposes.

I hereby instruct my proxy to vote as follows: **(ONLY CHECK ONE BOX, if more than one box is checked your proxy will be submitted to establish a Quorum of Shareholders ONLY)**

**Vote: Approve alterations to the common elements, specifically replacing the glass block in the exterior wall openings of the stairwells of each floor, including the roof, by closing the openings with CMU block, stucco, and drywall, and then painting to match the existing interior and exterior walls at an approximate total cost of \$12,000 to \$14,000.**

☐

APPROVE

☐

DO NOT APPROVE

**IF THIS VOTE IS NOT APPROVED BY A 2/3 MAJORITY OF TOTAL SHARES, SINCE GLASS BLOCK WALLS CANNOT BE INSTALLED UNDER THE CURRENT CODE, THE BOARD WILL REPLACE THEM WITH THE MOST SIMILAR REPLACEMENT PRODUCT, WHICH WILL BE FIXED IMPACT RATED WINDOWS AT AN ESTIMATED TOTAL COST OF \$28,000.00 to \$30,000.**

Unit Address: **2921 South Ocean Blvd #** \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of all shareholders is required, unless we have a Voting Certificate on file**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

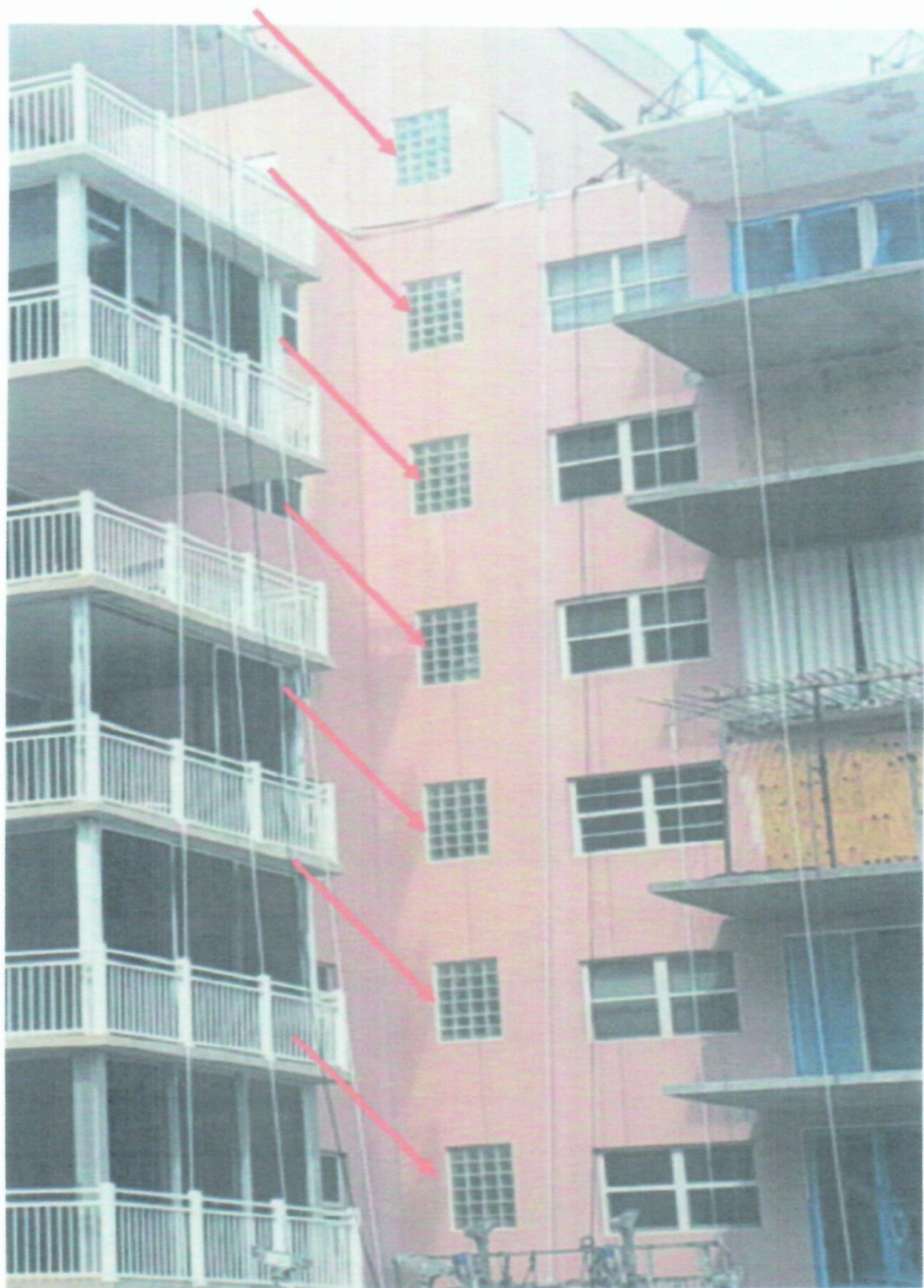
## **SUBSTITUTION OF PROXYHOLDER**

The undersigned, appointed as proxyholder above, designates \_\_\_\_\_ to substitute for me in voting the proxy as set forth above.

Date: \_\_\_\_\_ Signature of proxyholder \_\_\_\_\_

**THIS PROXY IS REVOCABLE BY THE OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT WAS GIVEN AND ANY LAWFUL ADJOURNMENT THEREOF. IN NO EVENT SHALL THIS PROXY BE VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING.**





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**Vote: Approve changing the Standard Configuration of the West bedroom window in stacks 2, 3 and 4 from three (3) single hung window to single hung/picture/single hung ( The same configuration as the East bedroom window in those units)**

☐

APPROVE

☐

DO NOT APPROVE

**IF THIS VOTE IS NOT APPROVED BY A 2/3 MAJORITY OF TOTAL SHARES, ALL WINDOWS IN THE FUTURE WILL NEED TO BE OF THE THREE (3) SINGLE HUNG WINDOW STYLE WHICH WILL BE THE STANDARD OF THOSE UNITS.**

Unit Address: **2921 South Ocean Blvd #** \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of all shareholders is required, unless we have a Voting Certificate on file**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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Single – Picture – Single



Single- Single- Single