

Highland Towers, Inc.

Minutes of May 3, 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. Louis advised that Q&A should be at the end of each topic discussed.
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, not present
Director – Kevin O’Hara, present
Director – Bob Turrentine, present
3. **Approval of Prior Meeting Minutes:** The April 5, 2021 meeting minutes were unanimously approved by the Board.
4. **Update on Pool Closure:** Louis provided an update on the current pool closure. Due to a malfunction with the filter tank, the pool has been closed. The needed part is expected today, May 3rd and once installed and the chemical levels are back to the acceptable level, the pool will be opened in the next few days.
5. **Update on Property Manager:** Louis provided a report on Bill Neel who is out on medical leave as of May 3rd. It is anticipated that he will remain out of the office for a couple weeks or possibly a month. The Board has hired a temporary administrative assistant to help during his absence.
6. **Update on Hotwire Community Channel:** Louis advised that the Highland Towers Community Channel is being finalized by Hotwire and will be up and running shortly. This channel will be dedicated to providing information about the building and will include updates on current events and activities.
7. **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.
8. **Telecommunications Committee Report:** An update on the Highland Towers board email accounts and file storage was provided by Dean Coscia. Dean reported that each board member now has a separate email account, which is owned and maintained by the Association. This Gmail account is set up by board position and its contents will be available for future board members with the specific positions. Board members are currently using these emails for all official business. The Google share drive has also been set up for association documents to be stored electronically so they are not stored on personal computers and are available for all

board members to access. Dean is also in the process of setting up the office file management and continuing to work on mapping out a manageable file structure so documents can be found more easily.

Dean also provided an update on the status of the Hotwire project. As of today, 44 units have been installed plus one that is scheduled for install. Six units are unscheduled for one reason or another and Hotwire will come back to do the install when the unit/Shareholder is ready. Wi-Fi is now available in the common areas of the building – lobby and the pool deck area. Hotwire is working on the manager's office today, May 3rd. Dean stated that the vast majority of feedback from residents has been positive and that everyone is enjoying the much faster internet speed as well as improved quality of TV picture. He also commented that in general, most felt that the Hotwire installers were accommodating to the residents.

9. Old Business:

- a. **Domestic Water Pump:** Lou provided an update on the domestic water pump repair. A couple of quotes have been received and are currently being reviewed. It appears the pump is approximately 20 years old and consequently it may make more sense to replace the pump than to spend money on making numerous repairs to an old system.

10. New Business:

- a. **Building Standards:** The building standards have been completed and are being reviewed by the Architectural Review and Construction committees and will be issued to Shareholders soon.
- b. **Board Schedule for Administrative Assistance:** Board members provided their availability to be on call for the new administrative assistant to ask questions during the next week.

- 11. **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 for the Month of April 2021

Highland Towers Concrete Restoration Project

Monthly Report

Month of April 2021

4/30/2021

1. Current Progress – North Catwalks:

Progress this month:

The work continued to progress this month toward completion of the North catwalks. The focus of the work this month was preparing for and completing the waterproofing work. US Structures had multiple crews onsite performing various tasks, such as completion of window and door header and sill concrete repairs, completion of stucco work; window caulking and paint prep and painting of ceilings and walls. The catwalk slabs were waterproofed with a primer, base coat and final coat. The spraydeck textured coating was then applied in two coats – a skim coat was put down, followed by the final topcoat which provides a skid proof texture. After the waterproofing and spraydeck coatings were applied, two coats of paint were applied. All floors are complete through the spray deck coating. 7th, 6th and 5th floors have been final painted and are substantially complete. The lower floors will receive the final two coats of paint the first week of May. At this point the North Catwalk Phase will be substantially complete and have only touchup and cleanup items to complete.

In the month of April there were two rain days which impacted construction. The Inspector visited the site nine times this month to review the progress of the waterproofing and painting work and to inspect window and door repairs. The inspector also reviewed the West Catwalks and directed the Contractor to remove additional concrete at problem areas.

2. Current Progress – West Catwalks:

Progress this month:

The focus of the work in April on the West Catwalks was primarily demolition. After the topping slab was removed in the hollow sounding areas, the Contractor was directed to chip full depth areas where rusted rebar was exposed and repaired by sandblasting and coating the rebar. Rusted conduit and boxes are also being replaced/repared at these areas. Chipping of ceiling at rusted rebar, cracks and other areas continues, as does grinding of non-hollow topping slabs as preparation for waterproofing. The repairs at the full depth areas that are open have been completed. Concrete forms have been installed at these slab openings and ready for concrete pour on Tuesday, May 4th. Several doors and windows have been identified to have repairs done at the thresholds and sills.

3. Budget:

The Contractor has been paid \$171,406.53 through the month of March 2021. The April pay application has not been received yet. As of March, the work on the North catwalks has incurred a budget overrun of \$67,148 for additional work due to the extent of the repairs. The contingency fund for the Catwalk portion of the project is \$45,000. The West Catwalks will also increase the budget overrun as far more full depth repairs were required than originally anticipated. The additional repairs on the catwalks will exceed the contingency fund for the catwalks and will require use of the contingency fund from the balcony phase or

another source. If the trend continues on the balcony phase of the project, which is highly likely, that contingency fund will be exhausted with the additional repairs as well.

4. Project Issues:

- a. Safety – Safety of building occupants and workers continues to be the major focus for the project. On the West side of the building, the floors remain closed during working hours, 8:30 a.m. to 12:15 p.m. and 12:45 p.m. to 4:30 p.m. to allow workers to safely perform slab demo and overhead work and prevent resident injuries on all floors while performing slab demo or overhead work. 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 is being replaced.
- d. Shutters and Screen Doors – West door shutters were removed so that repairs can be made. In addition, several front doors were identified as needing their screen doors removed to make repairs around the door.

5. Schedule and Phasing:

By the first week of May, the North catwalks will be substantially complete. Final painting of walls and slab decks will be completed the week of May 3rd.

The work on the West Catwalk Phase will continue throughout the month of May with additional demolition work after the first slab openings are poured back on May 4th. Since the extent of the remaining repairs are uncertain at this time, the schedule for waterproofing and painting has not been firmed up yet.

The following update was emailed to the seven stack residents on May 2nd as a heads up for upcoming activities on the seven stack as well as the South elevation (balconies):

- **North Side:** *A swing stage has been erected on the North facing wall of the seven stack. This upcoming week of 5/3, the contractor will power wash the wall and have the Inspector ride the swing stage on May 4th to inspect the concrete for corrosion and needed repairs before painting work begins. There could be needed repairs around your windows. We ask that you open all of your North facing shutters so this inspection can occur. Most of you are not in residence, so Dale will open these on your behalf.*
- **East Side:** *After the work on the North side is complete - this crew will repeat the same process on the East facing side of the seven stack and we will advise you when your East shutters need to be opened.*
- **South Side:** *During the week of May 3rd, the contractor will also erect two swing stages on the South facing (balcony side) of the seven stack. One swing stage at the windows and one at the balconies.*
 - *The swing stage at the windows will allow the power washing of the wall and concrete repairs identified and performed. We ask that these shutters be opened as well for the inspection on this side.*

- *The swing stage at the balconies is to be utilized for the demolition work and repairs to the balconies. All work will be performed from the outside of your unit by utilizing this swing stage to hoist materials, equipment and manpower up and down the building.*

- **Balcony Work Sequence:** *It will take the contractor a couple weeks to mobilize the balcony side. Once set up, the first task will be for the Engineer to perform an inspection of the concrete for potential repairs. This will require the contractor to demo any tile or floor covering that may be on your balcony. The tile cannot be replaced. If you are here, we ask that you move everything completely off of your balcony and open your shutters. If you have an enclosure, you still need to move all furniture and furnishings off of the balcony. The contractor needs the entire balcony area to work. This needs to be completed no later than May 12th. Please also ensure that the enclosure can be opened from the outside.*
- **AC Condenser:** *For those of you who have condensers on your balcony - If you plan to replace your AC condenser after the balcony is restored, please let us know. This will help us coordinate the waterproofing/spray deck finishes with the replacement of the unit.*
- **Shareholder Impacts:** *All balcony floors of the seven stack will be worked on at the same time starting from the 7th floor and work down. Although you will have access to your unit in May through the completion of your stack, you may lose your view if the sliding glass door needs to be removed. Also, you may lose your enclosure if the Engineer deems it necessary to remove it to repair the balcony slab. The enclosure will not be able to be reinstalled. There is a possibility that you may need to have shutters removed if there is corrosion at the windows/sliding glass door and it can't be repaired with the shutter in place. It will also be loud and dusty due to concrete chipping, grinding and sandblasting. You also will not be able to run your AC if your condenser is located on the balcony slab. Please refer to previous meeting minutes for suggestions for AC and humidity control while your AC is off.*

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 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 workday 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.