

Highland Towers, Inc.

Minutes of June 18, 2021 Board of Directors Meeting

1. President's Report by Louis Mazza:

Louis Mazza welcomed and thanked everyone for their patience during the restoration project.

Andres Hernandez has been welcomed back and he will continue to assist with the management office on a part time basis until a Property Manager can be hired. A walk through was conducted with Andres and Dale and an extensive list of items needing attention was prepared. They have made great progress in completing these tasks. As a reminder, if Shareholders see something needing attention, submit a maintenance request using the form on the Highland Towers website or notify Andres at Manager@highlandtowers.org.

Shareholders were reminded to check the Highland Towers website every Saturday for the weekly update on the concrete restoration project and other important information. The site will show work progress completed each week as well as the upcoming work week. Progress photos are also posted for the week. If Shareholders are not receiving an email from Highland Towers on Saturdays, they are encouraged to notify Louis Mazza to be placed on the website distribution list.

Louis provided an updated on the Property Manager search. The Management Search Committee and Board have been interviewing several management companies and while they offer many benefits, it has been determined that they are unable to provide a Property Manager with construction project management skills. Louis announced that an individual candidate for the position has been interviewed several times by the Committee and Board and have found her to possess extensive construction experience and more than 10 plus years of building management experience. An offer has been made to the candidate and the Board is awaiting her response.

The focus of the meeting is to review the Balcony Phase of the restoration project with the Construction Committee as well as the Engineer of Record, Steve Young, P.E. with Howard J. Miller Engineering. Shareholders were encouraged to ask questions at the end of the presentation.

2. Roll Call of Directors:

President – Louis Mazza, Present via ZOOM
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 via ZOOM
Director – Bob Turrentine, present via ZOOM

3. Approval of Prior Meeting Minutes:

The May 3, 2021 meeting minutes were unanimously approved by the Board.

4. Parking Committee Report:

Anne Dunn provided an update on recent parking documents. The current temporary parking assignment list (during construction), the permanent parking assignment list (after construction) and the parking assignment waiting list have all been updated and are posted in the Manager's office as well as on the bulletin board in the lobby. Anne thanked the Shareholders for their flexibility and cooperation during the construction phase takeover of part of the East lot and reminded everyone to coordinate their visits with her for their parking needs.

5. Concrete Restoration Report:

Please refer to Appendix A - Concrete Restoration Monthly Report for the Month of May 2021 and Appendix B – Concrete Restoration Balcony Phase Presentation dated June 18, 2021 attached to these meeting minutes.

6. Q&A with Engineer of Record Steve Young, P.E. with Howard J. Miller Engineers:

Board members and Shareholders were invited to ask questions related to the concrete restoration project. Steve Young, attending the meeting in person, answered several questions related to the balconies including the process for determining if an enclosure or sliding glass door needs to be removed, the deflection issue preventing new code compliant enclosures from being added, and his advice on waterproofing of the slabs.

7. Open Discussion:

There was open dialog between the board members discussing the balcony enclosures and the advantages of removing all enclosures to properly waterproof the slabs versus removing the enclosures only if the Engineer of Record deemed it necessary for the proper repairs to the concrete slabs.

8. 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 May 2021

Appendix B – Concrete Restoration Balcony Phase Presentation dated June 18, 2021

Highland Towers Concrete Restoration Project

Monthly Report

Month of May 2021

5/31/2021

1. General Overview:

In the month of May there were zero rain days affecting construction. The inspector visited the site seven times this month to review the progress of the painting and caulking work and to inspect ongoing full depth slab repairs, window and door repairs, stucco repairs, etc. The Engineer of Record also visited the site to review the exploratory work on the balcony slabs and provided direction on how to move forward.

2. Current Progress – North Catwalks:

Progress this month:

The North catwalks are now complete. The focus of the work this month was completing the final painting, touchup and punch list work and final cleaning. The final topcoats of paint were applied to the remaining catwalk slabs (4th, 3rd, 2nd and 1st floors). The expansion joints were caulked and painted. All walls and slabs were touched up and a punch list review was conducted by the Inspector. All windows, slabs and railings were final cleaned. All that remains is the replacement of the exit lighting and catwalk lights, which is in the contractor's court to provide pricing for this work.

3. Current Progress – West Catwalks:

Progress this month:

In May, the focus of the work on the West Catwalks was primarily repairs of the concrete slabs, door thresholds and jambs, windowsills, rusted conduit and electrical boxes and stucco work. Chipping of ceiling at rusted rebar and bar supports, cracks and other areas continued, as did grinding of non-hollow topping slabs as preparation for waterproofing began. The repairs at the full depth repaired areas of the slabs were poured back with concrete and all patching and topping slabs were poured back as well.

4. Current Progress – Seven Stack:

Progress this month:

All three elevations of the seven stack tower had swing stages erected and crews performing concrete repairs, shutter removals or repairs, stucco work and paint prep.

5. Current Progress – Balconies:

Progress this month:

Mobilization of the seven stack balconies took place in May, including the setup of the swing stage and scaffolding and temporary pedestrian safety fencing of the construction zone. This was followed by pressure washing of the balcony slabs and exploratory chipping of spalled concrete areas of the slabs. Seven stack shareholders were notified of items needing to be removed from the balconies.

6. Budget:

The Contractor has been paid \$272,852.12 through the month of April 2021. The May pay application has not been received yet. As of April, the work on the North and West catwalks has incurred a budget overrun of \$111,155 for additional work due to the extent of the repairs. The contingency for the catwalk portion of the project is \$45,000 and applying the contingency to the overrun results in a net \$66,155 overrun through the month of April. The May pay application for USSI will include additional change order work, which will increase this overrun. Both the North and West catwalks are responsible for the budget overrun as far more full depth repairs were required than originally anticipated. The contingency fund for the balcony phase is \$150,000. If the trend continues for the amount of full depth repairs on the balcony phase of the project, which is highly likely, that contingency fund will be exhausted with the additional repairs as well.

Additional budget issues include the following:

- 1.) Seven Stack Repairs. Extensive repairs are required at the seven stack North, East and South tower walls due to cracks, spalls and deterioration at windows, shutters and multiple areas on the vertical surfaces. The cost of this work was not originally included in the budget as it was not planned for this project. After Storm ETA, multiple floors flooded and resulted in a dire need to make these repairs as part of the project.
- 2.) Shutter Removal and Repairs. The budget did not allow for the amount of shutter removal and repairs being performed. Most of the shutters are having to be removed and corrosion caused by the shutters repaired. In some cases, the track was removed to make the repairs.
- 3.) Handrail Removal. The budget did not include removing or replacing the handrail. Due to early exploratory chipping at the balconies, it is evident handrail will need to be replaced.

7. Project Issues:

- a. Safety – Safety of residents, visitors, employees and workers continues to be the major focus for the project. As the work on the catwalks winds down the focus on safety will shift to the balcony phase. As the pool will mostly remain open during much of the restoration, it will be important to fence off construction zones and create safe access to the pool, deck and beach.
- b. AC concerns – ACs can be turned back on most floors with the exception of during the waterproofing work. It is recommended that during waterproofing, ACs remain off due to strong fumes on the catwalks which may get sucked into the apartments if the AC is running. In addition, the seven stack is not able to run their ACs during the balcony and East wall restoration. Shareholders should consider other supplemental AC or dehumidification measures during this time.

8. Schedule and Phasing:

The North catwalks were completed in May. The West catwalks are anticipated to be complete in July with the completion of the waterproofing, painting and final cleanup work. The balcony phase of the project started as anticipated this month. Currently the seven stack is under restoration. Mobilization of the six stack will begin mid-June. Once the crews and swing stages are complete with the repairs and painting of the seven stack tower on the North, South and East sides, additional stacks will be mobilized.

A schedule for the waterproofing and painting of the West catwalk slabs was issued this month to Shareholders. It will take a week to waterproof two floors at a time beginning with the 7th and 6th floors on June 14, 2021. The painting of the slabs will take place the following week. Shareholders were advised of the requirement to stay off the catwalks during the waterproofing phase. Unfortunately, as the slabs must be dry for the waterproofing to adhere, any rain or moisture on the slabs will result in a delay of the schedule for this work.

The following are excerpts from an update which was emailed to the seven stack residents on May 2nd as a heads up for upcoming activities to the South elevation (balconies). It has been updated and repeated here for the six stack as well, which will start in June and will pertain to the remaining stacks as work progresses.

- **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 perform some exploratory chipping at suspect areas and demo any tile or floor covering that may be on your balcony. The tile or floor covering cannot be replaced due to incompatibility issues with the waterproofing that will go on the slab after the repairs are made. If you are onsite, we ask that you move everything completely off your balcony and open your shutters. If you have an enclosure, you still need to move all furniture and furnishings off the balcony. The contractor needs the entire balcony area to work, including ceiling fan removal. This needs to be completed no later than May 12th for seven stack and June 18th for the six stack. Please also ensure that the enclosure can be opened from the outside.*
- **Shareholder Impacts:** *All balcony floors of each stack will be worked on at the same time starting from the 7th floor working 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 existing enclosure will not be able to be replaced. 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.*

9. Shareholder Concerns:

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

General Considerations:

- Balcony restoration work will be very loud, dusty and an inconvenience to all occupants in the building.
- During the upcoming waterproofing phase on the West catwalks, non-fulltime residing Shareholders should seriously reconsider visiting Highland Towers as there will not be catwalk access for potentially weeks at a time during June and July (depending on how much rain impacts the schedule).
- Chipping, grinding and sandblasting 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 other surfaces around the building, pool and deck area.
- The spray deck product that is applied via sprayer on top of the waterproofing coat to provide the texture to the walkway may produce air borne fine particles that can stick to vehicles. It is recommended that during the days of this application, that cars be relocated to the west lot.
- 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.

Highland Towers

Concrete Restoration Project

Balconies

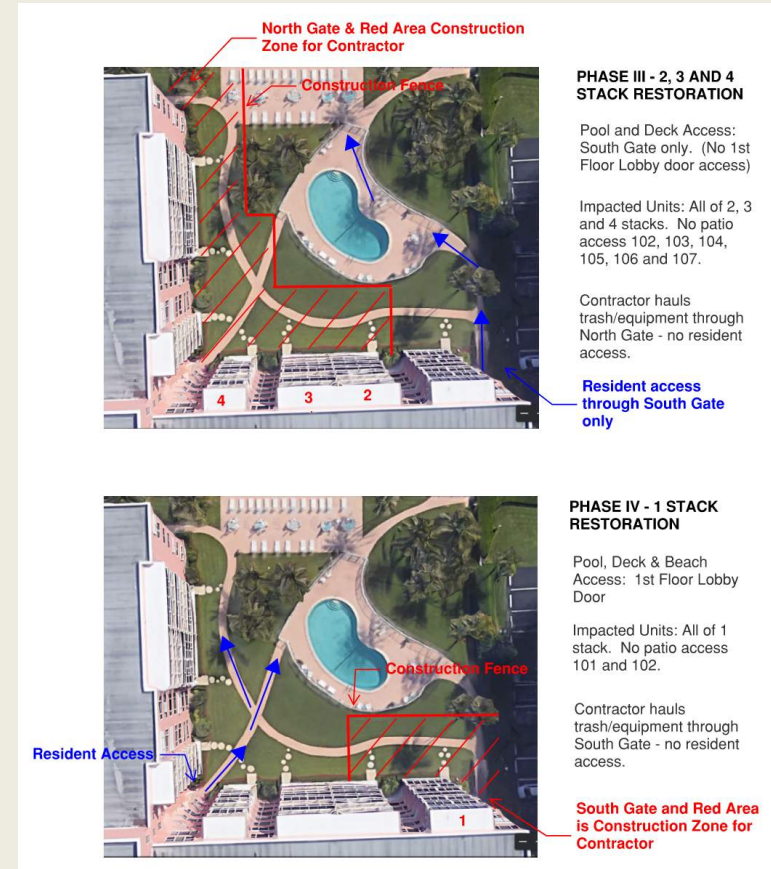
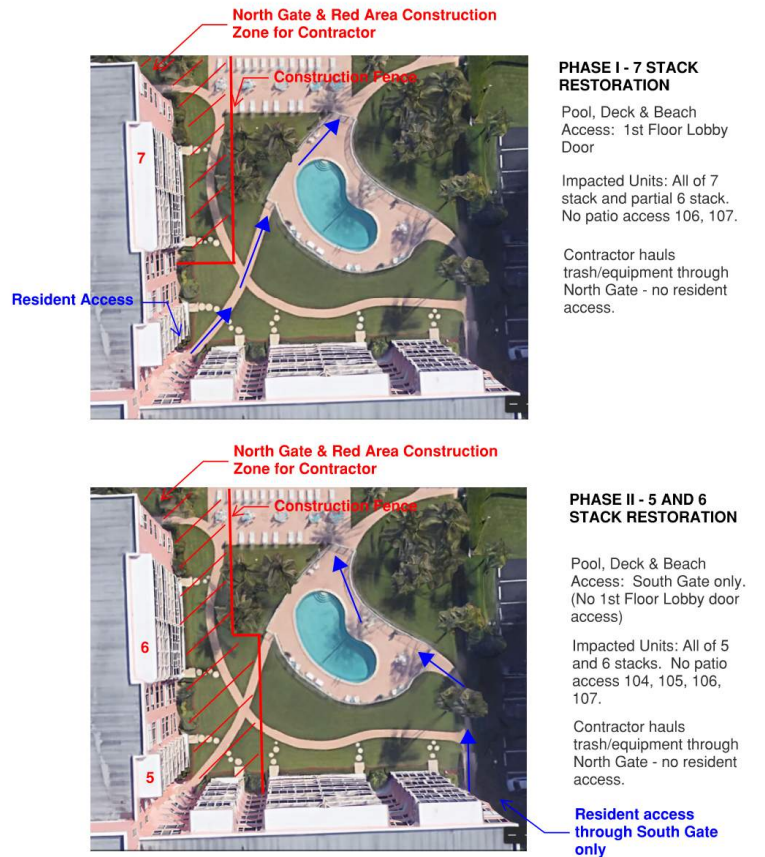
June 18, 2021



Staging and Logistics



Phasing and Pool Plan



Exploratory Phase







Balcony Corrosion





Balcony Corrosion



Balcony Corrosion At Sliding Glass Door





Balcony Corrosion
At Sliding Glass Door





Enclosure Issues



Balcony Restoration

Sequence of Balcony Restoration

- Preparing the balcony
 - Removal of furniture and furnishings
 - Power wash and survey
- Exploratory chipping
- Inspection process
- Demolition
- Removal of items on balcony
 - Notification process
 - Tile and decorative flooring
 - AC condensers
 - Shutters
 - Sliding glass doors
 - Enclosures
 - Railings



Balcony Restoration

Sequence of Balcony Restoration – cont.

- Concrete and rebar repairs and replacement
- Waterproofing of slab
- Items that can't be installed on waterproofing:
 - Tile
 - Carpet or rugs
 - Any other floor covering, coatings or materials
 - Planters, pots or any other vessel that holds water
- Top coat of paint over textured Spraydeck surface must not be altered
- No penetrations of any sort are allowed in slab, unless part of an HT approved shutter or sliding glass door



Storm Shutters

Shutters Removed to Perform Concrete Repairs

- Engineer determines if shutter must come down
- Notification to shareholder
- Removal of shutter by contractor
- Does the shutter meet current code?
- Storage of the shutter
- Shareholder responsible for replacing shutter
 - HT Building Standards
 - Must apply for new permit if active permit not on file
 - Shutter must be designed for stainless steel anchors

Sliding Glass Doors

Concrete Corrosion Extends into Apartment

- Engineer determines if sliding glass door needs to be removed
- Notification to shareholder
- Removal of sliding glass doors by contractor
- Contractor builds temporary wall inside apartment
- Does the sliding glass door meet current code?
 - Active permit and NOA on file at the Town of Highland Beach?
 - Retrieving permit paperwork
- Storage of the sliding glass door if code compliant
- Shareholder responsible for re-installation of current code compliant door or replacing the sliding glass door if not code compliant
 - HT Building Standards

Enclosures

Enclosure Prohibits Concrete Repairs

- Engineer determines if enclosure is required to be removed
- Notification to shareholder
- Removal and disposal of enclosure by contractor
- Re-installation of existing enclosure is not allowed per Building Official
- Installation of code compliant impact enclosure prohibited due to structural concerns as determined by structural engineers

Enclosure Does Not Prohibit Concrete Repairs

- Engineer determines if enclosure has safety or maintenance issues
- Shareholder responsible for making repairs to enclosure or must be removed

Questions?

- Construction Committee:
Jennifer Schammel, Lou Mazza, Kevin O'Hara, Bill Licata,
Karrie Millett
- Engineer of Record:
Steve Young, P.E.
Howard J. Miller Consulting Engineers, Inc.