

# *Highland Towers, Inc.*

## **Board of Directors Meeting Minutes September 19, 2022**

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

Chris Van Horn welcomed everyone and called the meeting to order at 7:04 PM.

#### **Roll Call of Directors:**

**President – Chris Van Horn, Present**

**Vice President – Sally Gleicher, Present** *via Zoom*

**Secretary – Jennifer Schammel, Present** *via Zoom*

**Treasurer – Jim Keefe, Absent**

**Director – Lou Mazza, Present** *via ZOOM*

**Director – Mike Hernandez, Present**

**Director – Bob Turrentine, Present** *via ZOOM*

### **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.

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

**Motion: Approve the following meeting minutes as presented:**

*February 23, 2022, Board Meeting*

*February 23, 2022, Shareholder Meeting*

*March 7, 2022, Annual Meeting*

*March 7, 2022, Organizational Meeting*

*March 29, 2022, Closed BOD Meeting*

*May 16, 2022, Board Meeting*

**Motioned: B. Turrentine**

**Seconded: M. Hernandez**

**Vote: 6-0 Approved**

**Motion: Approve the July 18, 2022, meeting minutes as presented.**

**Motioned: B. Turrentine**

**Seconded: M. Hernandez**

**Vote: 6-0 Approved**

### **4. President's Report: Chris Van Horn**

- Chris began the meeting thanking the Shareholders for attending the meeting and extending a welcome on behalf of Highland Towers to the newest residents Joseph Fusco and Kate Johnson of Unit G1.
- Chris thanked Ralph, Dale, and Andre again for all their hard work and efforts and mentioned his appreciation for them going above and beyond to keep the building in good working order. Chris

also thanked Jennifer for her efforts on the restoration project and a special thanks to Mike for his wealth of knowledge with the building and all the help he has provided in a short period of time. Chris thanked all the volunteers on the Board and Committees acknowledging that some have full time jobs and other responsibilities and noted the appreciation for them devoting many hours to Highland Towers.

## **5. Treasurer's Report: Ralph Skarecki**

Ralph reported on behalf of Jim Keefe that there is \$185,000 in operating funds, \$608,000 in reserves and \$2,092,000 in Special Assessment. Currently there is a year-to-date loss of \$4,700 due to excess office, water and legal expenses through July. This may improve by \$1,500 in August.

Lou Mazza asked about how the \$12,000 surplus from last year was applied. Ralph noted that it was \$34,000 and is part of the revenue, not expense and that the surplus would be spread over 12 months. Chris commented that there would be clarification of this issue at the next meeting when the Treasurer was in attendance.

## **6. Committee Reports: Chris Van Horn**

### **a. Admissions Committee: Bob Turrentine**

Bob reported that there was one sales transaction during this period, which is the sale of apartment G1 from longtime residents, the Gleicaufs to new Shareholder Joseph Fusco. Bob also reported that rental activity has commenced, and the committee currently has two lease packages currently under review and will provide the status of these at the next meeting.

Prior to the ARC update, Bob Turrentine continued to hold the floor to deliver his message regarding the 101 patio enclosure. Bob stated that there was some concern and controversy that has been simmering for some time related to his enclosure. He stated that he would like to put it to rest and that after careful thought and consideration, he has decided not to pursue keeping his enclosure. His decision was based on two concerns. 1) Shareholder community harmony and 2) Building uniformity. Bob commented that although he enjoyed his enclosed patio while he had it, he will enjoy the open patio as well.

### **b. Architectural Committee: Dean Coscia**

Dean advised that there was a total of twelve active Architectural Requests this period. Eight of which have been approved and four are pending or not approved. Included in the approved requests are AC replacements, AC louver replacements and other misc. work.

Sally Gleicher took some time to address the current status of the disapproved Unit 704 architectural review request and stated the following:

This issue is being addressed by the Board at the special request of the Shareholders of Unit 704 who submitted an application for architectural approval to the Architectural Review Committee (ARC). The Shareholders refuse to pay for an engineering submittal and review as requested by the ARC to evaluate whether the work would negatively impact the building or make future maintenance more complicated, expensive, etc. We have never allowed such major modifications to plumbing components and have concerns about adding more washing

machines, venting, plumbing fixture relocations, etc. The Shareholders can always re-apply if they later change their mind and will agree to the engineering requirements. While the Board does not typically get involved with ARC issues, the following motion is being made:

**Motion: *Reject the current Architectural Review Request of Unit 704 including the plans to change the unit and any modifications to the common areas of the cooperative property.***

**Motioned: S. Gleicher**

**Seconded: C. Van Horn**

**Vote: 5-1 Approved (Mazza voted No)**

Prior to the vote, there was discussion between Board members and Shareholders reiterating the concerns of the proposed changes, the numerous emails sent out to the Board advising them of the concerns and status of the request and various meetings with the Shareholders of 704.

**c. House Committee: Ann Dunne**

No report.

Mike Hernandez commented on the refinishing of elevator lobbies once the new common area doors are installed and also inquired about the securing of beach lounge chairs so that they are not stolen or washed away with the tide.

**d. Construction Committee: Jennifer Schammel**

Jennifer presented the Concrete Restoration Update (see attached).

There was a discussion related to the schedule where Jennifer stated that the Contractor is advising the work will be complete by the end of the year, however she cautioned that it is not realistic, especially when lead times for construction materials keep getting pushed out and they haven't started the South or West Elevation of the one stack and the condition of those elevations is totally unknown. It may seem more realistic to expect the East Elevation to be complete by the end of the year.

Jennifer also stated that the First-floor pool access door has been installed and the concrete repairs are ongoing and should be complete within the next two weeks. The Building will need to coordinate the electrical and FOB installation so that this door can be used for pool access and discontinue the South Gate as access. Once this is done, the swing stages can be mobilized to the South and West elevations of the One stack to start that work.

Current costs for the Association's drywall work inside the units was reviewed. It was explained that the drywall was not in the original budget and as such may not be covered by the current assessment for the restoration project. When the budget was being developed, there was no way to know the extent of the concrete repair work and that the drywall would need to be removed. The Drywall contractor was able to come in under his estimate and save the Association approximately \$17,500 for the 5, 6 and 7 Stacks due to the flexibility he was afforded in those mostly unoccupied units to work unencumbered in numerous units at one time.

**7. Management Report: Ralph Skarecki**

Ralph provided the Monthly Manager's Report to the Board members and highlighted the following:

- All paperwork for the sale of G1 has been processed.
- Additional West gate access transponders are being acquired if Shareholders are in need.
- The Shareholder's Rental Package as well as G-2 Rental package have been updated and uploaded to the Highland Towers Website.
- FDOT has approved the parking lot plan to allow parking in current spaces until February 2023.
- Minor fire alarm repairs are required as a result of the recent fire alarm inspection.
- West seawall repair work has started. Both West and East seawalls will be repainted once repairs are complete.
- Management is working on rectifying the unpleasant smell coming from building plumbing. The laundry room vent pipe was jetted as well as other masking measures taking place to remediate the smell. The issue needs to be resolved permanently in lieu of the masking measures. This will require additional investigation with the building's plumbing.

## **8. OLD Business: Chris Van Horn**

### **a. Building Recertification: Jennifer Schammel**

Jennifer provided an update on the Building Recertification process. The Association has gone back out to the Electrical Engineers to revisit the new State legislation and Town of Highland Beach's revised ordinance and resubmit their proposals. So far, we have received two of the four revised proposals and hope to receive the other two very soon so that the Board can make a decision on who to work with and have the inspection scheduled.

### **b. Roof Replacement: Jennifer Schammel**

Jennifer provided an update on the upcoming roof project. There was a roofing prebid conference and walkthrough held at the building on August 30<sup>th</sup> with four roofing contractors in attendance. Roofing bids are due on September 20<sup>th</sup>. At that time the Board will need to decide how many of the bidders to interview prior to making an award.

## **9. NEW Business: Chris Van Horn**

### **a. Unit Plumbing Inspections: Mike Hernandez**

Mike presented a proposal for maintenance of the individual unit's plumbing as well as AC condensation which includes:

- Every other month, the units would be inspected during the monthly insect spray visit. Dale would flush the toilets and run water in fixtures to alleviate any dry up or gas build up in the pipes of those units that are not occupied.
- On the opposite month, Dale would drop a chlorine tablet in the condensate line for the AC drain to break up potential sludge build up.
- In addition, a proposal was made to conduct yearly inspections of toilet fixtures to ensure the flap in the tank is closing properly and not allowing water to run, causing additional cost to the Association for water usage.

- Mike also mentioned the issue of Shareholder's responsibility of maintaining their dryer vent by cleaning it out to prevent a fire or other problems in the building. He suggested that the dryer vent be maintained and certified by the Shareholder on an annual basis.

**Motion:** *Every other month, the Association will flush toilets and run water in units during the insect spray visit. On the opposite months, the Association will install chlorine tablets in AC condensate drain lines.*

**Motioned:** M. Hernandez

**Seconded:** None

**Motion not voted on**

During discussion, it was noted that there should be a formal proposal sent to the Board in an email prior to the next meeting where it could be voted on.

**b. Budget Meeting: Chris Van Horn**

Chris stated that unless there were any objections, the budget meeting will be included in the November 14<sup>th</sup> Board of Directors meeting. There were no objections.

In addition, a date will be sent out for the January meeting as that date had not been assigned yet.

**10. Adjournment:**

**Motion:** *Adjourn the Board Meeting at 8:54 P.M.*

**Motioned:** S. Gleicher

**Seconded:** J. Schammel

**Vote:** 6-0 Approved

Respectfully Submitted,



Jennifer Schammel  
Secretary  
Highland Towers, Inc.

**10-22-2022**

Date

**Enclosures:**

Concrete Restoration Update, September 2022



# **Highland Towers Concrete Restoration Project Update**

**September 2022**







## 5, 6 & 7 STACKS

- Balconies Substantially Complete
  - Concrete work complete
  - Windows and doors installed
- First floor pool access door installed
- Interior drywall installed and finished
- Next steps:
  - Complete water testing
  - Final inspections and close permits
  - Complete concrete work, stucco, paint and hardware at pool access door
  - Prime coat paint on interior drywall
  - Shareholder finishes
- North Elevation:
  - Repaired rust at catwalk railing posts





Repair of Rusted Anchors on  
North Catwalk at Existing Railing





5, 6 & 7 Stacks –  
Drywall Progress













## 3 & 4 STACKS

- Railing installed at 4 Stack, started 3 Stack
- Slabs waterproofed on both stacks
- 4 Stack waterproofing patched, applying final coat paint
- 3 Stack stucco completed
- Windows and doors installed but not 100%
- Next Steps:
  - Complete railing at 3 Stack, patch concrete, waterproofing and final paint
  - Complete electrical GFIs on 4 Stack
  - Punch list, final inspections for concrete work to turn over balconies
  - Complete windows and door remedial work, then water testing and final inspections and permit closeout
  - Interior drywall and finishes



# Stair Tower and First Floor Pool Access Door







## 2 STACK

- Concrete work complete, grinding new concrete at ceilings
- Thresholds waterproofed
- East windows installed
- Wood bucks for SGD's, started installing frames
- Next Steps:
  - Complete stucco
  - Pour 602 concrete slab (Concrete redi-mix delays)
  - Complete installing SGD's
  - Waterproof balcony slabs
  - Install railing
  - Final painting, etc.
  - Drywall and Interior Finishes





# 1 STACK

- Concrete work continues
- CMU jambs installed, AC opening repairs completed
- Next Steps:
  - Pour last balcony slab 501
  - Waterproof thresholds for SGDs
  - Start SGD installation process
  - Waterproof balcony slabs
  - Install railing
  - Final painting, etc.
  - Drywall and Interior Finishes
- South and West elevations:
  - Close the South Gate pool/beach access (use North or 1<sup>st</sup> Floor access if completed)
  - Mobilize swing stages – start repairs and window installation



# West Elevation







# Water Testing Process



# Open Issues

- Outstanding items:

- Common Area doors (due onsite mid October)
- Balance of last order of windows (due onsite November)
- Unit Entry Door/Shutter Study

- Interior Drywall:

- Drywall Contractor (Steven's Painting) substantially complete with 5, 6 and 7 Stacks. Measured 3 and 4 Stacks 9/19. Awaiting price from Contractor and will submit for approval.
- Total cost for 5, 6 and 7 Stacks was \$81,575

- Recertification Process:

- In June 2022, the State issued legislation that conflicts with the recertification program the Town of Highland Beach put in place in December 2021. Association has gone back out to receive 4 proposals for Electrical Engineer to perform inspection. Have 2 of 4 proposals.

- Roofing Consultant:

- Roofing bids due 9/20/2022. Receiving proposals from 4 bidders who attended a pre-bid conference and walk through of the existing roof on August 30<sup>th</sup>.