

# *Highland Towers, Inc.*

## **Board of Directors Meeting Minutes July 18, 2022**

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

Chris Van Horn welcomed everyone and called the meeting to order at 7:03 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, Present**

**Director – Lou Mazza, Present**

**Director – Mike Hernandez, Present** *via ZOOM*

**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**

The meeting minutes have been distributed and will be uploaded to the website. The minutes will be voted on in the next meeting.

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

- Chris began the meeting asking everyone to join in a moment of silence for our longtime resident and good friend, Arthur Gureck who recently passed away.
- Chris thanked Ralph, Dale, and Andre again for all their hard work and efforts and mentioned his appreciation for their flexibility and response in attending to the daily needs at Highland Towers during such a busy time. Chris also thanked the Shareholders for their patience and understanding during the construction project and noted that we are beginning to see the light at the end of the tunnel. He also thanked the Board Members for their daily contributions in helping keep the building running smoothly.

### **5. Treasurer's Report: Jim Keefe**

Jim reported that he just received the latest figures and that the bottom line is that there is an \$1,800 deficit for the month of June. Over the last six months there has been an operating deficit of \$7,600. He indicated that there should not be much concern over this as utility expenses tend to be heavier during the year and then lighten up over the summer and balance out. Other reasons for the deficit are attributable to legal bills and a one-time office expense, but the other categories are under so it should break even by the end of the year with possibly a small surplus. Legal costs included the Attorney's assistance in preventing litigation with a particular Shareholder due to a disagreement over the restoration project.

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

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

Bob reported that there was no new activity during the period since the last meeting.

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

Dean advised that there was a total of ten active Architectural Requests this period. Eight of which have been approved and two are pending or not approved. There are also seven requests that are pending, which means the paperwork is still being submitted. Included in the approved requests are AC louver replacements and other misc. work, including AC changeouts, etc.

The two pending requests are full unit renovations. One unit renovation which is a custom renovation – one that has not been done in the building before and potentially has impacts to other Shareholders as well as the building was discussed at great length. The Board advised that the Shareholder was notified in June what was required from them to continue with their review process and that the Architectural Review Committee could not make a favorable recommendation to the Board without Engineering documents and an Engineering review by the Association. Other long tenured Shareholders familiar with the building's systems expressed their concerns of a renovation that moves plumbing fixtures outside of the existing stacked bathroom.

### **c. House Committee: Ann Dunne**

Ann reminded everyone that although the building is still under major construction, the House Rules still stay in effect and highlighted the following:

- There is to be nothing hanging on the railing (towels, rugs, comforters, etc.) at any time.
- Proper attire must be worn in the building lobby and other common areas, particularly coming in from the pool area (shoes must be worn, men must wear a shirt, women a coverup, etc.)
- Please close the umbrellas at the tables when you leave the pool deck area.
- Parking will be reconfigured to allow Shareholders parking spaces closer to the building and construction vehicles will park in the row nearest the street. Ann will notify Shareholders of their temporary space and the new assignments will go into effect starting July 25<sup>th</sup>.
- Ann thanked Janine Lapnow for planting flowers around the pool deck to brighten up the area up during construction.
- Ann thanked everyone for their cooperation with the House Rules during the construction project.

### **d. Construction Committee: Jennifer Schammel**

- Jennifer presented the Concrete Restoration Update (see attached).
- Jennifer provided an update on the overall project budget and the projected cost to complete the project. (See attached).
- An update on the upcoming interior drywall work was presented. The Construction Committee solicited pricing from ten different contractors and received pricing back from six contractors. Each contractor came out to the building to inspect the units that were accessible and provided pricing based on the different types of conditions in the units.

There was a vetting process to get all the contractors apples to apples in how they priced it and to ensure the scope of work was covered. This information was then presented to the Board on a spreadsheet showing the pricing, pros & cons for each contractor, etc. There will be an upcoming meeting for the Board to decide which contractor to go with so this work can begin. These contractors may also be able to do the Shareholder finishes (tile, baseboard, painting, sills, etc.). It was also noted that the cost of this drywall work was not included in the original Concrete Restoration budget or assessments as this work was not originally anticipated.

## **7. Management Report: Ralph Skarecki**

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

- There have been some improvements and updates to the Highland Towers website and Shareholders are encouraged to go to the website to find important building information. The website is <https://www.highlandtowers.org>
- The Hurricane Manual is now complete, and Shareholders can view this document on the website.
- Letters have gone out to Shareholders who need an AC condensing unit replacement louver due to rusting or poor condition of their existing one. The aluminum louver replacement is identified in the Building Standards located on the website and as of today, these louvers have been ordered for the units in question.
- Ralph reported that as of today, \$438,000 has been drawn from the Line of Credit for the Shareholders participating in this loan to pay for their assessments. There is \$55,000 remaining to draw down to zero and this will occur as construction invoices are received.

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

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

Jennifer provided an update on the Building Recertification process. In June, the State of Florida passed legislation on Building Recertification that conflicts with the current Highland Beach Ordinance for Building Recertification. Highland Towers was in the process of working on meeting the requirements set forth in this ordinance which was passed in December of 2021. In conversations with the Building Official, it appears Highland Beach will pause to study the new State Law and determine how to move forward with their program. The Committee is seeking information from the Town to know how to respond by the end of the year.

### **b. Fire Pump/Back Flow: Ralph Skarecki**

Ralph reported that this issue is in a holding pattern until a flow test is conducted to determine if there is adequate pressure for fire sprinklers at the North stairwell can be tapped into the existing water supply. The Engineer missed the sprinklers on the North side in the original analysis, which is creating this issue to remain open. The City has advised that only six sprinklers can be tapped into the city water line and there is currently 14. Other options are being looked at including adding a pump to obtain additional pressure or a new tap from the street.

### **c. FDOT Parking Lot ROW: Ralph Skarecki**

Ralph provided an update on the parking lot issue. There was a meeting with the Town of Highland Beach after a letter from Highland Towers was submitted to FDOT asking for

additional time during the construction project and it was proposed that commercial vehicles would park in the spaces deemed to be in the right of way and allow the Shareholders to park closer to the building. The response was that we were asking for too much time, but a lease could be entered into for \$31,000 per year. There is an upcoming meeting with some board members and FDOT to review the current status.

The challenge is that Highland Towers is not able to do any work in the parking lot due to the planned widening of the street in front of the building and it is still unknown how much they will be encroaching and pushing the right of way into the parking lot. The code has changed, and the median cannot be eliminated to shift all the spaces closer to the building. Plans for the expansion have been requested so that work can begin with an Engineer to plan the parking lot revision. The response was the plans were not ready yet, but in the meanwhile the vehicles need to be moved out of the right of way. The next step is to ask the Town for a variance until construction is complete.

Ralph noted that there are two conflicting entities we are dealing with, the Town of Highland Beach whose City Council is expediting the expansion of the green space and FDOT whose right of way this is encroaching.

Chris commented that we have had our Attorney involved and therefore have had some legal expense with this issue.

**d. Roof Replacement: Jennifer Schammel**

Jennifer provided an update on the upcoming roof project. The Board had previously approved moving forward with RoofTec Consulting to assist with providing an inspection of the existing roof and recommendations on how to move forward as well as a bid package manual and specifications to go out for competitive roofing bids.

RoofTec performed the inspection and cores of the existing roof to see what the materials were and the condition of the roof. After the inspection was performed, the recommendation was to replace the roof with the same type of roofing system currently in place which is a modified bitumen roof. RoofTec advised this is the best system for a building on the coast with the specific weather impacts the building is subjected to. There are significant lead times associated with the materials for this roof, including the insulation board (polyiso insulation) so it is recommended that the roofing bid process, contractor selection and material procurement takes place as soon as possible.

The inspection report and project manual/specifications received from RoofTek have been submitted to the Board for their review. Jennifer asked the Board to approve the project manual and specifications so that RoofTek could proceed with obtaining competitive bids from contractors.

***Motion: Approve the roof project manual and specifications as prepared by RoofTek Consultants dated 7/13/2022 and proceed with bidding and obtaining three competitive roof contractor bids***

**Motioned: C. Van Horn**

**Seconded: S. Gleicher**

**Vote: 7-0 Approved**

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

**a. Shareholder Rentals: Chris Van Horn**

Chris opened the topic by asking each Board Member to weigh in on allowing Shareholders the ability to rent their units this coming Season. The Board discussion was fairly in unison that it was time to start allowing seasonal renting with some parameters.

- The approval would be on a case-by-case basis depending on where the unit is in the building and its status of interior and exterior construction.
- Another condition will be that the unit be complete with interior construction (drywall and Shareholder finishes) and that the balcony or patio be completed and available to use. The Contractors will need full access to complete this work and it would not be ideal for the unit to be occupied.
- In addition, the Shareholder and Renter will need to acknowledge that although the unit may be complete the building may still be under construction and common area access, parking, construction noise, dust and other inconveniences should be expected.
- The pool/beach access may be restricted as well. The First-floor door to the deck may not be accessible and the only access may be via walking up a full flight of steps at the West or North stairs to access the pool, deck and beach.
- October and November will definitely be a challenge with ongoing construction. January will be better but some of the remaining stacks may still be under construction. Other stacks may also have interior construction still going on. The roof replacement project and electrical repair work required for the Building Recertification during Season may also be underway.
- Bob mentioned the Admissions Committee will include some construction impact related language in the Rental Agreement so that both Shareholders and Renters will be advised of these inconveniences.

Chris summarized the Board conversation by stating that the Board will issue a position statement with a recommendation of when rentals could begin and what the case-by-case conditions would be.

**b. G-2 Rental: Chris Van Horn**

Chris opened the discussion asking Board Members to weigh in on their position on opening up G-2 rentals. It was expressed by Board Members that the same precautions being taken with unit rentals discussed earlier should apply with G-2 as well. The parties would need to be advised of the construction impacts, especially with its location facing the parking lot where there is significant construction staging, deliveries, parking, etc. It was discussed that the rentals should start in January 2023 with the possibility of allowing Christmas week since there is typically no construction that week.

Chris advised that a memo would go out to Shareholders identifying when the G-2 rentals could begin again.

**10. Adjournment:**

**Motion: Adjourn the Board Meeting at 9:12 P.M.**

**Motioned: S. Gleicher**

**Seconded: M. Hernandez**

**Vote: 7-0 Approved**

Respectfully Submitted,

*Jennifer Schammel*

Jennifer Schammel  
Secretary  
Highland Towers, Inc.

**08-16-2022**

Date

**Enclosures:**

**Concrete Restoration Update, July 2022**

**Concrete Restoration Project Budget Update, June 26, 2022**

A photograph of a multi-story pink building, Highland Towers, undergoing concrete restoration. The building has many windows and balconies with white railings. Scaffolding and construction equipment are visible on the left side. Palm trees and a blue umbrella are in the foreground on the right. The sky is clear blue.

# Highland Towers Concrete Restoration Project Update July 2022





## 6 & 7 STACKS

- Railing installed (except 1st floor)
- Post holes filled with concrete, waterproofing and spraydeck being patched.
- Dust walls removed
- Next steps:
  - Complete 7 Stack small bathroom windows
  - Final coat of paint
  - Final inspections and punch list
  - Drywall replacement on interior
  - Shareholder finishes
- North Elevation: Repainting where new windows installed at catwalks (7 tower done). Then will repaint the catwalk slabs





## 5 STACK

- Dust walls removed
- Railing installation started
- Next steps:
  - Fill post holes with concrete, waterproof and spraydeck patch at posts
  - Final coat of paint
  - Final inspections and punch list
  - Stair tower windows to arrive in early August
  - Stucco work to complete after all windows in, then final paint
  - Drywall replacement on interior
  - Shareholder finishes
  - North Elevation: Repainting where new windows installed. Then will repaint the catwalk slabs



## 3 & 4 STACKS

- Concrete repairs at doors and windows completed
- Sliding glass doors and windows have been installed (through Group Order #2)
- Stucco work nearly complete
- Next Steps:
  - Install newly arrived Group Order #3 windows and doors
  - Final caulking and paint on walls
  - Core holes for railing
  - Install Railing, waterproof, spraydeck, final paint on slabs
  - West Elevation: install bedroom windows from newly arrived Group Order #3



## 1 & 2 STACKS

- 2 Stack Windows/SGDs removed, dust walls built
- 1 Stack enclosures removed, dust walls built, SGDs removed
- 1 & 2 Stack concrete repairs ongoing
- 1 Stack bedroom window dust walls being installed
- Balcony slabs 701, 602, 401 & 402 prepped for conc pour 8/5/22
- Next Steps:
  - Continue concrete repairs
  - Continue demo and replacement of balcony slabs
  - SGD and Window Installation

# Open Issues

- **Drywall Contractor – Interior Replacement Scope**
  - Have vetted 6 contractors and prepared an apples to apples bid analysis and recommendation for the Board. Board to meet to discuss and approve contractor to move forward.
- **Shareholder Interior Finishes and Cleaning**
  - Depending on Drywall Contractor chosen, it's possible Drywall Contractor can do finishes at SH group rate.
- **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 is in communication with the Town to see how it is to be handled.
- **Roofing Consultant**
  - RoofTec report and project manual received. Next steps: BOD approve moving forward with the competitive bid process using the manual/specs prepared.
- **Electrical Engineer Consultant**
  - Currently vetting three different consultants and will make a recommendation to the BOD once the Town indicates what program we are following



# Highland Towers Concrete Restoration Budget Summary

6/26/2022

Projected Costs:	Budget	Cost to Date	Projected Cost to Complete	Total	Variance
US Structures	\$ 2,329,789.00	\$ 1,320,264.00	\$ 1,148,935.00	\$ 2,469,199.00	\$ 139,410.00
Howard J. Miller Engineers	\$ 75,000.00	\$ 62,400.00	\$ 30,000.00	\$ 92,400.00	\$ 17,400.00
AT Designs Engineers	\$ 50,000.00	\$ 27,477.50	\$ 32,000.00	\$ 59,477.50	\$ 9,477.50
Strong Associates PM	\$ 100,000.00	\$ 17,343.75	\$ 25,000.00	\$ 42,343.75	\$ (57,656.25)
Becker	\$ -	\$ 14,581.33	\$ 5,000.00	\$ 19,581.33	\$ 19,581.33
Misc. Costs	\$ -	\$ 15,953.55	\$ 3,000.00	\$ 18,953.55	\$ 18,953.55
Replacement of Building Doors	\$ 115,000.00		\$ 116,388.00	\$ 116,388.00	\$ 1,388.00
Landscaping Replacement Allowance	\$ 20,000.00			\$ -	\$ (20,000.00)
Replace Balcony Railings	\$ 175,000.00	\$ 84,000.00	\$ 84,000.00	\$ 168,000.00	\$ (7,000.00)
East Wall Repairs	\$ 100,000.00	\$ 25,487.00	\$ 12,000.00	\$ 37,487.00	\$ (62,513.00)
West Stairs Repairs	\$ 40,000.00	\$ 133,150.00		\$ 133,150.00	\$ 93,150.00
West Stair Tower Railing, South & North Stair Railing	\$ -	\$ -	\$ 41,345.00	\$ 41,345.00	\$ 41,345.00
Front Entrance Repairs	\$ 50,000.00	\$ 25,044.00	\$ -	\$ 25,044.00	\$ (24,956.00)
Lower Level Interior Repairs	\$ 25,000.00	\$ 14,486.00	\$ 6,500.00	\$ 20,986.00	\$ (4,014.00)
Window Wall/Window Concrete Repairs	\$ 330,000.00	\$ 282,948.00	\$ 113,180.00	\$ 396,128.00	\$ 66,128.00
AC Openings Repairs	\$ 50,000.00	\$ 32,264.00	\$ 12,800.00	\$ 45,064.00	\$ (4,936.00)
Replace Glass Block at Center Stair Tower	\$ -	\$ 14,786.00	\$ 19,668.00	\$ 34,454.00	\$ 34,454.00
Electrical Repairs	\$ -	\$ 27,143.00	\$ 7,500.00	\$ 34,643.00	\$ 34,643.00
Drywall Replacement	\$ -	\$ -	TBD		
Contingency	\$ 285,000.00			\$ -	\$ (285,000.00)
<b>Total</b>	<b>\$ 3,744,789.00</b>	<b>\$ 2,097,328.13</b>	<b>\$ 1,657,316.00</b>	<b>\$ 3,754,644.13</b>	<b>\$ 9,855.13</b>