

**EMERALD TOWERS WEST
BOARD OF DIRECTORS MEETING
MAY 20, 2009**

MINUTES

Board Members

Via Teleconference:

Ronnie Jackson, President
Gerry Bryan, Vice President/Treasurer
Jim Anson, Secretary
Steve Everidge, Director
Stan Slusasz

Brooks and Shorey Representation:

Ron Shorey, Association Manager
Bill Treon, General Manager
Dan Lee, Maintenance Supervisor
Stasia Pavlich, Executive Assistant

Owners Present:

Vance & Janet McMillan, unit owners of #1004

CALL TO ORDER

President Ronnie Jackson called the meeting to order at 1:35 p.m.

ESTABLISH QUORUM

A quorum was established with five (5) Board members present.

PROOF OF NOTICE

President Ronnie Jackson confirmed that the Notice of the meeting was posted in accordance with the By-Laws and Florida Statutes.

DISPOSITION OF MINUTES

Jim Anson motioned to waive the reading and accept the Board meeting minutes of February 25, 2009. Stan Slusasz seconded the motion. The motion passed unanimously.

REPORTS OF OFFICERS

President: None

Vice President: None

Directors: None

Association Management: None

UNFINISHED BUSINESS

Painting project: Ron Shorey stated the stucco has been completed on the northeast corner and once that has cured it will be painted. The Board will need to decide on a welder bid. Once the welding has been completed on the balcony of unit 2000, the balcony ceiling of unit 1000 will be framed, stucco replaced and painted. Ron Shorey stated he would work on a punch list next week. Ronnie Jackson asked about the expenditures to date. Ron Shorey stated including draw #3 the Association has spent \$125,217.00, with \$22,000.00 remaining to be

paid for the project. The original contract amount was \$113,845.00, net change orders of \$34,151.00 with a total of \$147,996.00. There may be an additional charge with the work being done on the northeast corner. Ron Shorey stated he would have the contractor paint the pool house at no additional charge.

Balcony project: Ron Shorey stated on the balcony project, Management has received a proposal from North and South Construction for approximately \$78,000.00. The timing for this project would be better in the fall. A lot of the water damage on the back of the building was from leakage where the balconies tie into the walls. The recommendation is to remove all the tile from the balconies and to grind down the balconies that are not tiled, fill all voids and cracks, reseal and install a roll of membrane. The membrane will be carried about four inches up the wall to prohibit water intrusion from the balconies. Ronnie Jackson expressed concerns that the balcony proposal did not contain significant information like a detailed scope of work, applicable warranties, materials and process to be used, time required to perform the work, etc. Ron Shorey stated Gerry Bryan, Steve Everidge and himself spent a lot of time with Cuba, of North and South Construction discussing the process. Gerry Bryan stated someone does need to go through with Cuba every step before the job starts. Gerry Bryan stated Cuba seems to be very conscientious and takes a lot of pride in what he does. Steve Everidge stated all the work Cuba has completed with Carr Engineering on the building looks very good. Ron Shorey stated the Board could hire a firm to draw up a scope of work. Gerry Bryan stated he would feel comfortable with Ron Shorey drawing up the scope of work. Ron Shorey stated he would work with Cuba on a warranty period for labor and the manufacturer and draft something for the scope of work and forward it to the Board via email. Gerry Bryan stated according to Cuba most of the railings were not properly attached. The railing removal and reattachment needs to be included in the scope of work. Ronnie Jackson asked if there is any other alternatives to repair the balconies other than what Cuba has proposed. Ron Shorey stated management has asked Carr Engineering to provide a proposal. Ronnie Jackson stated fairly extensive waterproofing work was completed on the penthouse balconies several years ago that involved a different process than what is being proposed in the current proposal. Ron Shorey said yes and it cost approximately \$8,000.00. per balcony. Cuba's proposal is approximately \$2,000.00 per balcony. Carr Engineering would cost approximately \$4,000.00 per balcony. Ronnie Jackson expressed concerns about how the condo documents appear to assign ownership of the balconies to each individual unit owners and whether the Association can legally remove the tile from each balcony. Steve Everidge started if the tile is not removed and repaired the work would have to be done later. Jim Anson stated the balcony floor could collapse if not repaired. Jim Anson stated he has tile on his balcony but if it needs to be removed it will be removed. Steve Everidge stated he wished that the Board did not allow tile on the balconies because the balconies were not sealed properly. Ron Shorey stated management strongly recommends that no tile be allowed on the balconies after the balcony repairs have been completed. Ronnie Jackson stated a number of the units have tile on the balconies and suggested the Board consider other alternatives to sealing the balconies that have tile other than the current proposal, which requires removal of tile on all balconies.. Ron Shorey stated this is a building safety issue and that the balconies are limited common area, with the owner having exclusive use of the balcony. Ronnie Jackson disagreed based on the language in the condo documents. Ron Shorey stated later in the agenda the Board is going to be looking at bids for one balcony that are as much as \$19,000.00, because of the leaking situation, which includes replacing the structural steel components underneath that balcony and that the proposal from North and South Construction does not include the replacement of structural steel underneath the balconies, if needed for any other balconies. Steve Everidge agreed this is a structural issue. Ron Shorey stated most of the damage on the back of the building is because of the balconies. Ronnie Jackson agreed that the balconies do need to be resealed and that the Association had not had the balconies resealed in a number of years, which was the primary reason some of the balconies had contributed to water penetration issues into the building, and the Board should get proposals for resealing all the balconies, including the ones without tile and the ones with tile that would not include the removal of tile from the balconies. **Ron Shorey stated the Board could hire an engineer to perform a scope of**

work. Ron Shorey stated there are funds in the reserve account that could be used for this repair and the remaining would have to be done by a Special Assessment. **Ronnie Jackson stated he does not believe all the balconies need this extensive repair work and there has to be another way to maintain the balconies other than what has been proposed here.** Steve Everidge motioned to accept the proposal from North and South Construction for \$78,000 to repair the balconies once the scope of work has been determined and what the cost will be to include the materials and warranties. Jim Anson seconded the motion. The motion passed 3 –1 with Ronnie Jackson opposed. Let the record show that Gerry Bryan was in favor of the proposal, but had to leave the meeting before the vote was made.

Jim Anson motioned to accept the proposal from RP Welding for the balcony repair. Stan Slusasz seconded the motion. The motion passed unanimously.

Pool deck: Ron Shorey stated Dan Lee would follow up on when the one section of the pool deck would be replaced.

Concrete Steps: Ron Shorey stated the concrete steps on both side of the building and the pool deck will be completed.

NEW BUSINESS

Financials: Ron Shorey stated the Association is slightly better than budget through the March financials.

Aged receivables: The aged receivables were discussed.

Maintenance list: Dan Lee stated the maintenance list includes all the items that have been worked on for the last couple months to include interior repairs to units that have been damaged by leaks. The doors and door frame painting has been completed. The wall around the property will also be painted by maintenance.

Water tank for water booster system: Ron Shorey stated the water tank for the water booster system must be replaced and management is obtaining proposals to install the water tank in the stairwell on the ground floor. Dan Lee would forward any additional information on the water tank to the Board.

NEXT MEETING

To be determined:

ADJOURNMENT

Jim Anson motioned to adjourn the meeting at 2:50 p.m. Stan Slusasz seconded the motion. The motion passed unanimously.

DATED: _____

APPROVED: _____