

Minutes of the Board of Directors Meeting

Sea Air Towers Condominium Association, Inc.

Wednesday, October 19th, 2016

The Board Meeting was called to order at 7:01 pm by Mrs. Deanna Jimenez.

Board Members Present:

Mrs. Deanna Jimenez
Mr. Dionisio de la Torre
Mr. Leon Zucker

Board Member Absent:

Mr. Tom Jordan

Approval of Minutes: Mr. Zucker reads the minutes of the meeting of September 14th, 2016. Mrs. Jimenez requests a motion to approve minutes as read. Mr. de la Torre seconds the motion. All voted in favor. Motioned passed.

Communication:

- Execupro Security- On October 17th Mrs. Jimenez, Mr. de la Torre and the Manager met with Mr. Chris Morin from Execupro Security to address the following:
 - Security Personnel –
 - Procedures of opening water closets when the owner is not present.
 - Contractor entry procedures.
 - Security refresher course of the building.
 - Additional barcode cards placement in other areas of the building.

At the meeting it was explained that Security is here to secure the building not to provide access to contractors etc.... A refresher course shall be arranged so that the security staff is well prepared.

- Rental Communication – (see below)

The rental season is near. The following is the rental application guideline that is to be followed to avoid any problems.

1. 30 days- No incomplete applications will be accepted. All identification must accompany the application. All completed applications are to be given to the office 10 days prior to the renter be given keys and access to the unit. All must be finger scanned when they arrive. If they are arriving on a weekend, temporary access cards will be given which will expire on the next

working day. These cards MUST be returned to the office when the renter is finger scanned. ALL FINGERSCANS ACCESS WILL EXPIRE ON THE LAST DAY OF THE RENTAL.

2. 3 months to 6 months- No incomplete application will be accepted. All identification must accompany the application. All completed applications are to be given to the office 10 days prior to the renter be given keys and access to the unit. All must be finger scanned when they arrive. If they are arriving on a weekend, temporary access cards will be given and will expire on the next Monday. These cards MUST be returned to the office when the renter is finger scanned. ALL FINGERSCAN ACCESS WILL EXPIRE ON THE LAST DAY OF THE RENTAL.
3. 6 months, one year or longer leases- No incomplete application will be accepted. All identification and fees must accompany the application. All completed applications are to be given to the office 30 days prior to any closing. No credit or background searches will be started unless the entire application and all required forms and fees are received. Any missing or uncompleted information may cause a delay in allowing any access to the unit. No building access will be granted until the prospected renter is interviewed.
4. Pets – Only unit owners are allowed to have pets ... NO renters are allowed. The pet restrictions are a maximum of 3 pets and not to exceed 25 lbs. combined weight.

NEW BUSINESS

- **Proposed 2017 Budget** – The Manager informs the board that the 2017 budget is nearly completed. He will email the board the budget to review before mailing it to the ownership. The Manager is also proposing to hold a general ownership meeting to explain and answer any questions they may have. A timely announced budget meeting with a time and date will also be communicated where the board will formally adopt the 2017 proposed budget. The Manager tentatively would request that the general meeting be scheduled on November 2nd, 2016 and the budget meeting to be scheduled on November 16th, 2016.

OLD BUSINESS

Hallway Carpeting Update: Mrs. Jimenez updates the members present that two different designers are involved for the carpet design patterns. A display will be placed in the lobby for the owners to view. It will also be sent via email for the owners who don't live in the building. A vote will be taken and the one who receives the most votes is the carpet that will be installed. The pool restrooms are also being considered for in renovation, as this is much needed.

Committee Report: Mr. Jack da Cruz reads the minutes of the previous grievance meeting. After reading of the minutes the board unanimously approved the minutes from the grievance committee.

Manager Report:

Building Service and Maintenance

- Review the proposal from CSC and Laundry Systems
- AT&T contract has been reviewed by the association attorney and recently sent to AT&T for review.
- Hurricane preparation
 - The board appreciates the hard work from the staff performed.
- Maintenance
 - Plumbing backups.

Mrs. Jimenez motions to adjourn the meeting moved and seconded by Mr. Zucker. All voted in favor. Motioned passed.

Meeting adjourned at 7:24 p.m.



Mr. Leon Zucker, Secretary

11/17/16

Date