

The Towers of Key Biscayne, Inc.  
Board of Directors Meeting  
Chuck Shaver Auditorium  
September 5, 2007

Acting President, Ms. Alison Owen called the meeting to order at 7:15 PM.

**Agenda –**

**I. Roll Call:**

Members present:

	Ms. Alison Owen	Acting President
	Mr. Mario Lopez	Treasurer
	Mrs. Olga Robbin	Secretary
	Dr. Elsa Dominguez	Director
Via Phone:	Dr. Martin McCarthy	Director

Also present Joe Maura, General Manager.

**II. Determination of a Quorum:**

Having established the presence of 5 Board members at roll call, the meeting proceeded.

**III. Approval of Minutes of Previous Board Meetings:**

**1. Approval of Minutes for Board Meeting held on July 11, 2007**

Ms. Owen made the motion to wave the reading of the minutes and approve as written. Motion seconded by Dr. Dominguez, Board unanimously agreed.

**2. Approval of Minutes for Board Meeting held on August 15, 2007**

Ms. Owen made the motion to wave the reading of the minutes and approve as written. Motion seconded by Dr. Dominguez, Board unanimously agreed.

**3. Approval of Minutes for Board Meeting held on August 22, 2007**

Ms. Owen made the motion to wave the reading of the minutes and approve as written. Motion seconded by Dr. Dominguez, Board unanimously agreed.

**IV. Appointment of Directors:**

Ms. Alison Owen made the motion call all candidates for the Board of Directors to be called in alphabetical order.

Mr. Mario Lopez seconded the motion, Board unanimously agreed.

Attorney Roberto Blanch proceeded in calling all candidates in the following order.

Mr. Joseph Furfaro, Mr. Carlos Martinez, Mr. Ricardo Martinez, Mr. Anthony Ottavio, Mr. Marcos Perez and Mrs. Tamah Sadick.

At this time Ms. Alison Owen announced that Mrs. Sadick had a family emergency and was unable to attend the meeting.

Attorney Roberto Blanch now asked all Board members for their vote on the candidates, members voted as follows:

Mr. Mario Lopez – Marcos Perez, Joseph Furfaro  
Dr. Martin McCarthy – Anthony Ottavio, Joseph Furfaro  
Dr. Elsa Dominguez – Ricardo Martinez, Joseph Furfaro  
Ms. Alison Owen – Ricardo Martinez, Anthony Ottavio  
Mrs. Olga Robbin – Ricardo Martinez, Anthony Ottavio

At this time Attorney Roberto Blanch announced that there was a 3 – way tie between Mr. Joseph Furfaro, Ricardo Martinez and Anthony Ottavio. All Board members were asked once again to elect from two of the three candidates remaining. The votes were as follows:

Mr. Mario Lopez – Joseph Furfaro, Ricardo Martinez  
Dr. Martin McCarthy – Anthony Ottavio, Joseph Furfaro  
Dr. Elsa Dominguez – Ricardo Martinez, Joseph Furfaro  
Ms. Alison Owen – Joseph Furfaro, Anthony Ottavio  
Mrs. Olga Robbin – Ricardo Martinez, Anthony Ottavio

Attorney Roberto Blanch announced that Mr. Joseph Furfaro had the most votes therefore; he would take on of the vacant positions on the Board.

Board members were asked to vote for either Mr. Anthony Ottavio or Ricardo Martinez. The results were as follows:

Mario Lopez – Ricardo Martinez  
Dr. Martin McCarthy – Anthony Ottavio  
Dr. Elsa Dominguez – Ricardo Martinez  
Ms. Alison Owen – Anthony Ottavio  
Mrs. Olga Robbin – Anthony Ottavio

Mr. Anthony Ottavio was announced as the other new member of the Board with a total of 3 votes.

Mr. Joseph Furfaro and Mr. Anthony Ottavio were announced as the two new Board members and took a seat with the rest of the Board.

At this time Dr. Martin McCarthy hung up the phone and Attorney Roberto Blanch left the meeting.

## **V. Explanation of Cost Overrun variances**

Mr. Mario Lopez informed the Residents the reasons why there had been additional costs in the ongoing repairs project. He mentioned that the Board originally had only requested sconces for the walls and no ceiling lights. Once they saw what it would look like without the ceiling lights it was decided that they were necessary. Mr. Lopez listed the following:

Tower A: 160 sconces installed with 30 pending,  
23 ceiling lights installed with 16 pending  
Tower B: 160 sconces installed and 20 pending  
23 ceiling lights installed with 16 pending  
Tower C: 120 sconces installed and 12 pending  
40 ceiling lights installed with 4 pending  
Tower D: 154 sconces installed and 32 pending  
18 ceiling lights installed 21 pending  
Tower E: 157 sconces installed and 32 pending  
20 ceiling lights installed and 21 pending  
Tower F: 117 sconces installed and 12 pending.  
21 ceiling lights installed and 6 pending

Mr. Lopez discussed the cost of the hallway carpet which was originally said to be \$32.00 per yard. He mentioned he was in the process of putting all the information pertaining to the cost of light fixtures and the carpet and should have it ready by the next Board meeting. He stated that the cost of the hallway carpet installation had gone from \$200,000.00 down to \$120,000.00.

#### **VI. Rick Watson, Howard Design – Report**

Mr. Rick Watson of Howard Design gave an updated report on the ongoing hallway repairs in which he stated that we will have new carpet in the hallways and in the service area. The service area carpet will be a different material because of the amount and type of traffic in this area. Mr. Watson stated the price per yard for the hallway carpet had been lowered to \$28.69 instead of the \$32.00 per yard previously stated. The hallway carpet is scheduled for delivery sometime in the month of October. Mr. Watson informed us that the carpet for the atriums should arrive by November and that the project should be completed by mid December.

As for the ceiling lights, Mr. Watson stated that the fixtures that are to go in the area in front of the elevators had not yet been put up since the fire alarms have to be removed or replaced prior to the installation of the fixtures. He stated he has a meeting scheduled with Scott, a representative from our Fire Alarm Company, Florida State Fire and Security here at the Towers to discuss the options we have. He advised the Board and residents present that he would have a report on this by the next Board meeting.

Rick Watson also answered questions by several unit owners pertaining to the repairs.

#### **VII. Juan Reyes, Island Construction – Report**

Mr. Juan Reyes of Island Construction along with Mr. Jose Carbonell gave an updated report on the process of the repairs. Mr. Reyes first clarified that the total amount of the contract signed with the Towers was 2.5 Million and that a copy was available at the Management office or by contacting Mr. Reyes directly. He also stated that the project is ahead of schedule and that they expect to be done before the holiday season. There had been some misunderstanding in reference to the type of wood that was used for the crown molding, Mr. Reyes clarified this to all unit owners.

Mr. Jose Carbonell then went ahead and explained to all unit owners the warranty of the work being done. He mentioned he had been doing work at the Towers for many years and that many residents know that he will come back and make any necessary repairs always taking into consideration the cause of any damages that might occur in the future.

## **VIII. Beauty Salon and Restaurant Contract**

Mr. Mario Lopez announced the expiration of the contract for the Beauty Salon as well as the Restaurant.

Mr. Lopez then made the motion that the Treasurer of the Association, one other Board member and our General Manager approach Mr. Bertolini and Mrs. Montano to begin addressing the renewal of their respective contracts for the operation of the restaurant and the beauty shop, respectively, with a report to the full board at the September meeting. Beauty shop renews December 1, 2007 and Restaurant renews October 14, 2007. Board member Anthony Ottavio volunteered to serve in the workgroup.

Ms. Alison Owen seconded the motion. Board unanimously agreed.

## **IX. Balcony Repairs**

Mr. Lopez made the motion that unexpended funds should there be any, from the operating fund assessment of \$750,000.00, approved at the August 22, 2007 meeting be added to the operating fund as part of the working capital of the Association.

Mr. Furfaro seconded the motion, Board unanimously agreed.

The Manager explained that the extras to the contract were being done at \$33 per foot per the contract.

Mr. Furfaro then suggested our General Manager become the project manager for the ongoing balcony repairs.

General Manager Joe Maura explained to the Board that he is not an engineer and therefore has to rely and work with the engineer who is doing the inspections. The Board understood the issue and made it clear that the board's expectation was for Joe to rely on the work of the engineer as the industry expert in this particular field but Joe was to use his experience to determine the reasonableness of the engineer's comments and estimated cost. Joe's responsibility is to take the engineer's findings and recommendations to the Board for further action.

However, also, in recognition of the fact that Board meetings are convened on a monthly basis and it is possible, that either additional repairs might surface during the current work or that emergency balcony repair situation needing immediate attention might arise between Board meetings, the Board authorized Joe Maura to effectuate emergency repairs within the scope of his signing authority with the further requirement that such actions be reported forthwith to the Board for its information and further action if necessary.

## **X. Ratification of Replacement of the day time Diesel tank**

Mr. Lopez made the motion to ratify the decision to replace the day time diesel tank at a cost of \$8,655.00 payable from the Reserve fund.

Ms. Owen seconded the motion, Board unanimously agreed.

## **XI. Sealing of Asphalt in Common Areas**

Ms. Owen made the motion to replace the sealing of the asphalt in the common areas including two parking spaces in the visitor parking. This is not to exceed the amount of \$7,300.

Mrs. Olga Robbin seconded the motion, All Board members unanimously agreed.

## **XII. Carpet Installation**

Ms. Owen made the motion to approve the carpet installation with East Coast Flooring (recommended by Rick Watson) for the amount of \$138,350.00. This includes \$120,000.00 for the hallway, plus the service areas and the atriums.

Mr. Lopez seconded the motion, Board unanimously agreed.

## **XIII. Gazebo and Cabana Roofs**

Dr. Dominguez made the motion to put new roof in the pool cabana and Gazebo for a total cost of \$27,000.00. This would be a reserve item and will be done after the hurricane season is over.

Mr. Lopez seconded the motion, Board unanimously agreed.

## **XIV. ID For Contractors, New Move- In/Out Procedures.**

After some discussion, the Board agreed that all ID's issued should include a picture of the individual and that the color of the actual ID should change every few months in order to make it easier to identify the contractors that are allowed in the premises.

Mrs. Norma Blum volunteered to work with General Manager, Joe Maura and come up with more ideas and present it at the next Board Meeting.

## **XV. Adjournment**

There being no other pending items on the Agenda, Acting President, Alison Owen declared the meeting adjourned at 10:30 PM.

**Respectfully Submitted,**

Minutes typed by Linda K. Sanchez.

Minutes approved by Mr. Mario Lopez, Treasurer