



Life in the Sunshine

The Towers of Key Biscayne Newsletter

Board of Directors: President: Anthony Ottavio, Vice President: Alison Owen, Treasurer: Ricardo Martinez, Secretary: Dr. Elsa Dominguez, Directors: Mario Lopez, Marcos Perez, Irvin Singer.

March, 2008 - Volume 8, Issue 1

ANNUAL MEETING REPORT

- No election for the Board of Directors was held in March 2008 because there were only four applications for four vacancies. (Every even year four seats are up for election and every odd year three seats. All terms are for two years, and there are no term limits.)
- Mario Lopez announced that he was stepping down as treasurer and was thanked for his service in that position.
- The following officers were elected by the Board: President: Anthony Ottavio, Vice President: Alison Owen, Treasurer: Ricardo Martinez, Secretary: Dr. Elsa Dominguez, the Directors are: Mario Lopez, Marcos Perez and Irvin Singer.

BOARD MEETINGS

- At the Board meeting of December 13, Olga Robbin resigned as secretary and the Board elected Dr. Elsa Dominguez to that position.
- New move-in/move-out and delivery procedures were approved by the board on a trial basis. The new procedures are intended to protect the new carpets and newly painted halls. All deliveries must now be scheduled with the office.
- Preparation of renewal contracts for three years for the restaurant and beauty parlor was approved.
- The installation of satellite dishes on balconies and the possible damage involved was discussed and a report on this issue will be made to the board. Residents contemplating the installation of a satellite dish must notify the office.
- At the Board meeting on January 24, President Tony Ottavio reported that the hallway project was 92 to 95% complete. A review of all the expenditures is underway, and a report will be forthcoming.
- The board voted to terminate the contract addendum with Howard Design for the lobbies in favor of a new, more comprehensive project (see next)
- The board approved a motion to appoint a committee to come up with the process by which the lobbies and common areas will be repaired and redecorated. Mr. Singer was asked to head the committee. Other members are Herb Bobman, Alison Owen, Tony Ottavio and Joe Maura.
- The old mirrors from the upper and lower garage lobbies are being refurbished to match the mantels and are being installed.
- The new restaurant contract includes “specials” for residents only: - a 25% discount on bottles of wine and the Club Dinner with new menu items.

- The Board voted to eliminate the fee for carpet protectors that are now required for move-in/move-outs and deliveries.
- Norma Blum, Chairman of the Enforcement Committee reported that the committee had met and is reviewing ways to protect the recently renovated hallways and plans to take a more active role in support of the Association.
- At the regular board meeting on March 13, which followed the annual meeting, the president announced that the hallways are essentially 100% complete.
- Resurfacing and enhancing the service doors is now underway. A sample door can be seen on the 6th floor of A tower.
- The front doors and the railings on both buildings have been refurbished.
- A committee will be formed to look into the possibility of implementing a high speed internet connection as a standard service for all units. Anyone interested in participating should contact the president or the manager.
- It has been determined that it will not be necessary to paint the entire building this year following an inspection and report from a building engineer. Only minor areas need to be addressed this year. We will continue to reserve funds for painting in the future.
- A final meeting with Howard Design will be scheduled to settle any outstanding financial issues.
- Board member Marcos Perez will head up an analysis of our insurance costs, which are the largest component of our budget.
- Board member Irv Singer, who is heading up the lobby and common area repair and refurbishment project, will have a report and recommendations for the next board meeting. His committee has met with four candidates for the project who are in the process of providing cost estimates. Members of the committee have also looked at the candidates work on other projects.

MANAGER'S REPORT

- The balcony repairs resulting from the inspection in 2007 are almost completed. The balcony inspection for 2008 is underway.
- Installation of the 52 sliding glass doors scheduled for 2008 will start at the end of March. The list of doors to be installed this year is available in the office. Those whose doors are being replaced must fill out the application they receive from the office and return it in order that the installation can begin. Any questions should be addressed to the office.
- Filters are now being replaced in units' air conditioners on a monthly basis. to avoid freeze-ups and water damage to the carpeting.
- New carpet has been installed in the service halls.
- The driveways and guest parking areas have been resealed.
- Speed bumps will be installed once more in the driveways.
- The Bylaws require the office to have a key to each unit for emergency purposes. There are 30 units who have not provided keys and have been requested by letter to do so.

- If you require an additional transponder on a temporary basis because you are using a rental car, you may obtain an additional transponder good for a maximum of 30 days at the office for a refundable fee of \$300. The money will be refunded when the transponder is returned to the office in working order.
- Please make sure to take in all plants and furniture from your balconies before leaving for the season.
- Repairs have been completed to the area between the swimming pools. The pavers and soil had to be removed in order to correct a water seepage problem in the upper garage.
- Please make sure that nothing is placed on the walls or floor outside your unit. This is a common area and cannot be used by the individual owners.
- Replacement of defective doorknobs is underway. Please notify the office if yours needs replacement.
- All the number plates on the front doors of the units have been refurbished.

TREASURER'S SUMMARY REPORT

- For the year ending December 31, 2007, the Towers incurred expenses of approximately \$5,460,000 resulting in an excess of expenditures over revenue of approximately \$23,300. The fund balance remaining is approximately \$110,000.
- The reserve fund had revenues of approximately \$2,374,000 from maintenance fees and a special assessment of \$750,000 as well as interest income of approximately \$82,000. At December 31, 2007, the cash balance in the replacement fund was approximately \$189,000.
- Final balances for January should be available in the near future.

ANNOUNCEMENTS

- **Comcast, our cable provider, will be installing new receiver boxes at the Towers on April 10, 11 and 12. Residents should come to Chuck Shaver Auditorium between 10 a.m. and 8 p.m. to schedule the installation. Bring some ID with you. After those dates, call 305-266-2278 to arrange for installation.**
- Receiving is open from 8 a.m. to 6 p.m., Monday through Friday.
- Tokens for the laundry machines in the upper garage in Phase II can be purchased from the office or from the lobby attendants by check. A bag of 10 tokens cost \$20.
- There is a golf cart charging area in the lower garage between Phase I and II. The charge is \$15 per month for 6 batteries and \$30 for 12 batteries.
- Kitchen trash bags are available from the office.
- The trash chutes are open from 7 a.m. to 10 p.m. Use the chute and please don't leave trash on the floor.
- Please have your air conditioning checked periodically by an air conditioning company to avoid leaks and carpet damage.
- Please make sure you have a decal on your car indicating your assigned parking space. The decals are available from the office.
- The barbecue area cannot be exclusively reserved. Residents renting the Ocean Room for a party do not also have exclusive use of the barbecue.

- Remember that it is illegal to toss anything off the balconies. Falling objects can be a hazard and cigarette and cigar butts also cause litter and possibly fires.

SUGGESTIONS, COMMENTS, CONCERNS, COMMUNICATION

Your Board of Directors urges you to communicate and participate. Come to the meetings or watch them on Channel 64. Write to us. Let us know what you think. Elsa Dominguez at elsa_tel@hotmail.com, Mario Lopez at mrlopez1@bellsouth.net, Ricardo Martinez at ricardomartinez@bellsouth.net, Tony Ottavio at tonyottavio-board@prodigy.net, Alison Owen at aowen310@aol.com, Marcos Perez at mperez@pharmpacc.com, Irv Singer at singer4747@aol.com.

Board meetings can be seen live on Channel 64 and also Friday through Thursday at 9 a.m., noon, 6 p.m. and 9 p.m. the week following a Board meeting.

Please ensure that the manager has your fax numbers and/or e-mail addresses on file should we need to use them. You can e-mail Joe at jmaura@tkbonline. The Towers' website can be accessed at www.tkbonline.com.

This newsletter is prepared by Alison Owen and Tony Ottavio. E-mail Alison with suggestions for the next edition. The newsletter is published four times a year and distributed with the quarterly statements