

The Towers of Key Biscayne, Inc.
The Ocean Room
1121 Crandon Boulevard
Key Biscayne, FL 33149

DRAFT Regular Board of Directors meeting November 4, 2010

Meeting called to order at 7:06 PM

I. Roll Call

Members Present:

Mr. Tony Ottavio	President
Ms. Alison Owen	Vice-President
Mr. Ricardo Martinez	Treasurer
Mr. Mario Lopez	Director
Ms. Judy Rosenblum	Director

On the phone:

Dr. Elsa Dominguez	Secretary
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Also Present:

Mr. Joe Maura	General Manager
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II. Determination of a Quorum

Having established the presence of 6 Board members the meeting proceeded.

III. Approval of Minutes of Board meeting March 24, 2010

Ms. Owen made the motion to waive the reading and approve the minutes of the Board meeting held on September 2, 2010

All Board members unanimously agreed

IV. Manager's Report

See attached report

All members agreed to change the order of the agenda items.

IV. Restaurant update

Mr. Ottavio shared the results of the restaurant analysis survey, which was mailed out to the residents and it had a successful response. The most common complaints from residents were the look of the restaurant and the lack of reward to the residents considering the benefits granted to the operator. Mr. Maura with the assistance of Mr. Martinez worked on the restaurant renovation for a month. The reserve funds allocated for the renovation were \$250,000. It was done in house with half of the reserve funds. The new look has certainly updated the overall feel and experience. Regarding the reward to residents some Board members already discussed it with Bertolini. It came out from the survey that residents requested innovations as gathering for football games, etc. Another comment was that the restaurant had a flat level of service and options over the years. Board members and the manager presented all the requests to Bertolini. It is now his turn to evaluate if he can improve it up to expectations.

Mr Ottavio said we need to gain knowledge about the economics of the business. Bertolini requested a new computer system which it is already installed and he will pay it back in the term of 3 to 5 years. The other issues reflected in the survey are payment of rent and the desire to have a better deal for the residents of the Towers. Mr Ottavio also mentioned in comparisons between Bertolino's with all the local restaurants: the lowest rent in the area is \$6,000 per month, they're not closed for a month, they're opened for lunch, and operators pay for all kind of renovations and repairs.

Mr Ottavio informed that the renewal of the contract is secondary to all the other terms and we will not renew it unless Bertolini produces changes. Since it is imperative to first have a well rounded total aspect of the restaurant's operations and functions, a close follow up, weekly meetings with the operator, etc he suggested to appoint one board member to pursue our objectives.

Mr. Ottavio moved to appoint Ms. Rosenblum, Chairman of the Restaurant Committee, to be the official representative of the Board in front of the restaurant operator.

All Board members unanimously agreed

Ms.Owen reminded us that the Restaurant Committee suggested to use a Restaurant Consultant to bring in the residents demands.

Ms Rosenblum asked residents to e-mail suggestions.

VI. Review of Financial Statement – September 2010

See attached statement

VII. Review of 2011 Budget/Approval for Budget Mail Out

Mr. Martinez moved to approve the mail out of the Proposed 2011 Budget as presented.

All Board members unanimously agreed

VIII. Ratification of Manager's Contract

Mr. Ottavio made a motion to ratify the Manager's contract as previously presented to the Board.

All Board members unanimously agreed

IX. Construction Update

Mr. Martinez stated the Lobbies and Common Area renovation continue on their way and moving quickly. The Manager and Mr. Martinez hold meetings every Tuesday with the Contractor and the Designer to discuss progress and updates. Tower F titles are in place and the titles in the front of the Restaurant entrance are being expedited since the restaurant renovation is done. There is a guard directing customers on how to reach the restaurant to avoid inconveniences. Electrical and framing has been completed in Phase II. There have been more fire safety equipments installed due to new regulations from Fire and Safety.

X. Employee Manual

Mr. Maura explained that presently the Employee Manual states that employments of relatives are permitted with the exception of a department supervised by a relative. The policy was necessary to attract employees willing to travel further to work on the Key. Mr. Maura proposed to change that policy and no longer allow employees that are related. The updated policy will not affect current employees and it will be grandfathered in.

Mr. Owen moved to remove the reference of "employment of relatives" in the employee manual.

All Board members unanimously agreed

XI. Open Forum

XII. Adjournment

Meeting Adjourned at 8:39PM

Minutes typed by Laura Garcia

Minutes approved by Dr. Elsa Dominguez, Secretary