

The Castle Council, Inc.  
Board of Directors Meeting  
Monday, February 20, 2017 at 6:30 p.m.

1. Meeting called to order at 6:30 p.m.

3 Board Members present, Karen Thompson present Don Arnold and Jon Snyder. Quorum Established. Giancarlo Gonzalez, LCAM, representing Ameri-Tech Community Management. Meeting Minutes being transcribed by Nikki Rushka, Staff Accountant, Ameri-Tech Community Management.

2. Karen Motioned to waive the reading of the Minutes from the October 17th, 2016 Meeting and be accepted as written, John 2<sup>nd</sup>. All in Favor.

3. **Reports presented from Officers:**

- **Treasurer's Report:** Jon gave the state of the financials as of January 31st, 2017. Reserves are being fully funding and the financials are in good order.
- **Secretaries Report:** Don had nothing to report at the time of the Meeting.
- **Boat Dock Committee Report:** Ken Andersen not in attendance. Christine reiterated that there had been no more Meetings since the last one in September, so nothing new to report at the time of the Meeting.
- **Beautification Sub Committee:** Karen thanked all of those that have contributed their input for the beautification of the building and grounds.
- The Pool deck has been recemented and painted and there have been yellow marker lines painted on the walkways to make more visible. The cleaning and beatification will be ongoing from the list that has been compiled.

4. **Old Business:**

- Karen reported that there has been a sample of new floor covering placed in the middle of the some of the walkways to see how it will hold up and to get opinions as to how the residents like the new design.

There was feedback from some of the residents as to the pooling of water after it rains. They thought the difference in the height from the new covering to the old was causing the pooling of water as it seems not to be level. There was also comments that the doors to the elevators are rusting due to the pooling. Jon commented that the pooling of water on the walkways and the pooling by the Elevator doors were 2 different issues and the water issue with the Elevator pits is being looked at.

Giancarlo stated there has been a check list made to be put in all of the Laundry Rooms so that the time and date can be written in to show when the rooms were cleaned. There was a suggestion that these also be put into the Ladies and Men's restrooms at the Pool and elevators so there is accountability as to when these spaces have been cleaned.

#### **5. New Business:**

- a. **Laundry Room Maintenance:** There have been new lint traps installed in the dryers that were in need and all of the washers and dryers with reported issues have been fixed. Karen asked that if there is a problem noticed, please put a note in the box at the Office identifying the problem and the location of the machine that is not working correctly.

There was feedback from a few of the residents as to the level of water that occurs when on the rinse cycle. Karen explained that the machines currently installed are the low rinse type of machines and that the rinse cycle runs 3 times to ensure that the clothes get rinsed properly. She also stated that as the Washers need replacing that they will not be replaced with the same type of machines.

There was also discussion as to the cleanliness of the laundry rooms, Karen stated that everyone must clean up after themselves to maintain and that the Maintenance personnel are cleaning all the rooms, floors etcetera.

- b. **Bike Payments:** Karen mentioned that if anyone had not paid their Bike Room fees to please do so asap so that the 2017 stickers can be given out.
- c. **Palm Tree Trimming:** The Palms have been trimmed.
- d. **Anticipated Grounds plantings in February:** Karen stated that there will be new plants being planted by the Front Door and around the Pool area. This is to be done on the 24<sup>th</sup> of February.
- e. **Repair/Maintenance report and follow-up actions:** Karen restated that there will check lists placed in the Laundry Rooms and in the restrooms by the pool so there is accountability as to when the areas were cleaned.

There was a statement that maybe there should be a "Maintenance Checklist" that have specific weekly/monthly/yearly duties for the Maintenance Personnel. Karen stated that Chuck and the new Maintenance person know their duties and have a job description that is followed.

There was also concern voiced about the defacing and overall cleanliness of the Elevators. It was stated that the floors seem to be dirty all the time, people defacing the walls. Giancarlo stated that the cleaning of the Elevators is done when the floors and laundry rooms are cleaned. He will voice the concern to Maintenance.

- f. **Owner's responsibility to keep screen and screen doors in good condition:** The Doors and Screens are the individual owner's

responsibility to keep clean and replace if necessary. All doors and screen doors must be uniform. Owners can paint their doors if there is a need and if they need to be replaced they can be bought at Lowe's or Home Depot, they must be 6 panel and be uniform with the other doors. There was discussion as to fining for Violations that have not been taken care of. Giancarlo stated that there must be a Fining Committee to do so, Violation Letters have been sent to several owners as to the state of their doors, screen doors and screens. Karen asked for Volunteers to head up this Committee. Nancy Brown stated that she would get a Committee together, she will be talking to Mary Leide and Grace Marzulli about forming the Committee to report to the BOD and Giancarlo for violations that are found. Giancarlo explained the fining process.

- g. **Suggestion Box:** Karen reiterated as previously stated that there is a "Suggestion Box" that can be used to voice any concerns that anyone has. Things that need to be fixed, violations that have been witnessed or just general suggestions or comments.

#### 6. **Questions/Comments from Unit Owners:**

- Mr. Rivera asked about the lights in the stairways if there is a power outage is there a plan in place for this? Karen stated that there are backup generators for situations like this, so yes there would be lights in the stairways in case of a power outage.
- There was discussion as to replacing doors that have been painted over and over and where to get the paint so that the door is uniform when replacing. Karen stated that Chuck has the paint on hand and if needed she will have him bring to anyone that may need to paint their doors if replaced or just to repaint.
- There was also a comment as to the air freshener that is in the front lobby being overwhelming. Karen will have Chuck to look at to make sure that it is not over spraying, as to not be overwhelming
- The Elevator is still stopping on the 2<sup>nd</sup> floor, even when it is not pushed. This has been an issue for a while, Giancarlo has had the Elevator Company come and rectify the problem and will call again to have them come back out to look at. Karen stated that there are Bids being taken for a new Elevator Company as the BOD is not happy with the response time and delay in getting parts when there is an issue with the current Vendor, Classic Elevator.
- There were other issues brought up, gazebo, timbers being sealed and the towel rack in the Men's Bathroom. Again Karen asked that these comments or suggestions be done in writing so they can be addressed.

- Bonnie Black asked about the lighting in the Breezeways, as it is quite dark by the Lock Boxes and if a Realtor doesn't know their way around it can be quite disconcerting when retrieving keys for a Unit that they might be selling and not very esthetic to potential buyers. Karen stated that coming through the Lobby would be a better way for Realtors to show the esthetics of the building. Looking for suggestion as to how this could be done to keep Realtors/Buyers from having to use the Breezeway to get to the Lock Boxes.
- The Lobby is going to be repainted and Karen is going to look into getting the Breezeway cleaned up so more appealing when walking through
- There was a question about changing the lock on a storage unit, Karen replied that this was ok to do by the Owner.
- Karen mentioned that the Lobby is going to be repainted.

Karen Adjourned the Meeting at 7:16 p.m., Jon Motioned and Don 2<sup>nd</sup>. All in Favor.