

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD FEBRUARY 20, 2024**

Community Manager Brittany Vik called the meeting to order at 6:02 p.m. Board Members present were Chris Kelly, Ted Mosetick, Aakash Agarwal, and Amanda Garner. Frank Pizzo was absent. Three owners were in attendance.

**OPEN FORUM:** No items were brought before the Board at this time.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the January 2024 meeting. After discussion, Amanda moved to approve the minutes as presented. Aakash seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the December 2023 financials. Aakash moved to approve the financials as presented. Amanda seconded, vote was all ayes, motion carried.

The Board discussed investing the \$100,000 funds from the CD that recently matured. Management advised the Board could open a brokerage account with Morgan Stanely and invest the funds in a short-term CD. Management was instructed to research the rates with Fidelity.

**DRAFT FINANCIAL REVIEW:** The Board reviewed the draft financial review. After discussion, Aakash moved to approve the draft review as presented for distribution to the membership. Ted seconded, vote was all ayes, motion carried.

**ROOF DRAINPIPE LINING:** The Board reviewed the proposal from Modern Pipe that was approved between meetings. After discussion, Ted moved to ratify the contract at a cost of \$25,650.00. Amanda seconded, vote was all ayes, motion carried. Management advised the work is scheduled for March 4<sup>th</sup>–8<sup>th</sup>.

**SECURITY WINDOW SCREEN:** The Board reviewed an e-mail from Breeze Screens with options for the style of security window screen for the mailroom window that was previously approved. After discussion, Ted moved to approve the quick escape screen at a cost of \$1,879.00. Aakash seconded, vote was all ayes, motion carried.

**CAMERA INSTALLATION:** The Board reviewed a proposal from Accurate Security Pros to install one (1) camera inside each parking garage elevator lobby. Management was instructed to ask Accurate to submit a proposal to install cameras inside the actual garages.

**DIRECTORY & FOB READER REPLACEMENT:** The Board reviewed a proposal from Accurate Security Pros to upgrade the directory system and fob readers on the entry and garage levels. Management was instructed to research higher security options that are smartphone capable.

**SECURITY & CAMERA FOOTAGE REQUEST:** The Board reviewed a draft notice regarding building security and the protocol for requesting camera footage. After discussion, Amanda moved to approve the notice with one noted change. Aakash seconded, vote was all ayes, motion carried.

**COLLECTION POLICY:** The Board reviewed a revised Collection Policy to comply with the current laws. After discussion, Aakash moved to adopt the revised Collection Policy as presented. Ted seconded, vote was all ayes, motion carried.

**SUMP PIT CLEANING:** The Board reviewed a proposal from ProTec to clean the garage sump pits. After discussion, Ted moved to approve a not to exceed cost of \$1,100.00 to clean the pits. Amanda seconded, vote was all ayes, motion carried.

**COOLING TOWER MAINTENANCE:** The Board reviewed the annual increase from Brian Cox Mechanical for the cooling tower preventative maintenance contract. Management was instructed to question the excessive increase and ask them to explain why it has increased so significantly.

**LVP FLOORING:** The Board reviewed a proposal from Star Flooring to purchase additional LVP flooring that was installed in the elevator lobbies as backup for any damaged flooring that may need to be replaced in the future. After discussion, Ted moved to approve the proposal if Star Flooring will honor the per unit price of \$5.35 of the original contract. Chris seconded, vote was all ayes, motion carried.

**MAINTENANCE:** The Board discussed the lockboxes on the pool fence that mostly appear to be abandoned. Management was instructed to create notice to post on the pool fence and in the building giving (30) days to identify or claim their lockboxes or they will be cut off.

**LANDSCAPE:** The Board reviewed a proposal from Pacific Sunscapes to trim the pine trees and various other irrigation upgrades. Management was instructed to have Gustavo with Pacific Sunscapes call Chris and solicit proposals for the pine tree trimming.

The Board reviewed a proposal from Bemus to convert the backflow and install an inline valve and drip irrigation. After discussion, Chris moved to approve the proposal at a cost of \$1,385.00. Ted seconded, vote was all ayes, motion carried. Management was instructed to have Bemus contact Chris while they are onsite for the approved work.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD JANUARY 16, 2024**

Community Manager Brittany Vik called the meeting to order at 6:04 p.m. Board Members present were Chris Kelly, Frank Pizzo, Aakash Agarwal, and Amanda Garner. Ted Mosetick was absent. One owner was in attendance.

**OPEN FORUM:** Aakash suggested the Board consider installing a door on the mailroom as an added layer of security. Management was instructed to solicit a proposal to install a door with a keypad lockset.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the December 2023 meeting. After discussion, Chris moved to approve the minutes as presented. Amanda seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the September – November 2023 financials. Aakash moved to approve the financials as presented. Chris seconded, vote was all ayes, motion carried.

**HYDROJETTING:** Management advised the hydrojetting is scheduled for February 12<sup>th</sup> – 15<sup>th</sup>. Chris volunteered to assist with unit access.

**UNIT REMODEL GUIDELINES:** The Board tabled the draft guidelines & rules for unit remodels.

**FINE SCHEDULE AMENDMENT:** The Board tabled the draft fine schedule amendment for unapproved unit remodels.

**SECURITY MODERNIZATION:** The Board reviewed a proposal from Breeze Mobile Screens to install security screens on the mail room window, and the guest suite window and patio sliders. After discussion, Amanda moved to install one (1) security screen on the mailroom window at a cost of \$1,350.00 plus installation. Frank seconded, vote was all ayes, motion carried. Management was instructed to have ProTec check the guest suite doors to ensure they have wood dowels in the bottom tracks for security purposes.

**ELECTION BY ACCLAMATION:** Management advised per California Civil Code, if, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board of Directors may, after voting to do so, seat the qualified candidates by acclamation without balloting. Management confirmed there are no more candidates than there are open positions for the 2024 election. After discussion, Chris moved to proceed with the election by acclamation. Frank seconded, vote was three ayes, motion carried. Amanda abstained.

**ROOF REPLACEMENT:** The Board reviewed proposals to replace the roof. Management was instructed to attempt to obtain at least one more proposal for comparison.

**EXTERIOR BUILDING RE-PAINT:** The Board reviewed proposals to paint the exterior of the building and agreed to table the painting until after the re-roof project.

**ROOF DRAINPIPE LINING:** The Board reviewed a proposal from Modern Pipe Solutions to line the roof drain pipes on the North and South ends of the building. Management was instructed to schedule an onsite meeting with Chris and the rep from Modern Pipe Solutions to review the scope of work and ensure all desired areas for pipe lining are included.

**BALCONY REPAIRS:** The Board reviewed a proposal from Rayco to repair the stucco and railing on the balcony of #701. After discussion, Amanda moved to approve the repairs upon the condition Chris meet with the Rayco estimator onsite to inspect the balcony and review the scope of work to ensure all desired repairs are being included. Aakash seconded, vote was all ayes, motion carried.

**LANDSCAPE:** The Board reviewed correspondence from Westwind Landscape advising as of November 30, 2023, Pacific Sunscapes has acquired Westwind Landscape. Management was instructed to schedule an onsite meeting with Chris and the new Director of Operations.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD DECEMBER 13, 2023**

Community Manager Brittany Vik called the meeting to order at 8:04 a.m. Board Members present were Frank Pizzo, Ted Mosetick, and Amanda Garner. Chris Kelly and Aakash Agarwal were absent.

**OPEN FORUM:** At the previous meeting, the owner of #704 recommended the Association use the same trash hauler as The Heritage to minimize noise on service days and to have the hallways painted. Management advised The Heritage uses Waste Management and their monthly cost for service is approximately \$600/month more than EDCO, and they do not offer any kind of bundling pricing. The Board discussed the possibility of organizing a group of owners to paint the interior hallways.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the October 2023 meeting. After discussion, Ted moved to approve the minutes as presented. Frank seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board tabled the September & October 2023 financials for further review.

**FINANCIAL REVIEW & TAX PREPARATION:** The Board reviewed a proposal from Sonnenberg & Company for the annual financial review and tax preparation. After discussion, Ted moved to approve the proposal at a cost of \$1,150.00. Amanda seconded, vote was all ayes, motion carried.

**APPROVAL OF LIENS:** The Board reviewed a notice of intent to lien for APN 534-014-14-08. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

**ENTRY DOOR VANDALISM:** The Board discussed the glass that was shattered by a vandal in the exterior entry door, and the possibility of eliminating a set of doors and the vestibule area. Management was instructed to obtain pricing options to remove the exterior doors and stucco the vestibule area, and remove the interior doors, add locks to the exterior doors, and relocate the directory to the exterior of the building.

**UNIT REMODEL GUIDELINES:** The Board tabled the draft guidelines & rules for unit remodels.

**FINE SCHEDULE AMENDMENT:** The Board tabled the draft fine schedule amendment for unapproved unit remodels.

**CAMERA INSTALLATION:** The Board reviewed proposals from 24 Hour Elevator and Zed Electric to assist with the elevator camera installation, and agreed the project has become cost prohibitive. The Board agreed to cancel the elevator camera installation project for the time being. Management was instructed to solicit proposals to install cameras in the garages instead, and have Accurate Security proceed with the previously approved mailroom camera installation in the interim.

**SECURITY MODERNIZATION:** Management was instructed to solicit proposals to install security screens on the mailroom and guest suite windows and guest suite patio sliders.

**JANITORIAL SERVICE:** The Board reviewed a janitorial rate increase from ProTec, and reviewed proposals for janitorial service. After discussion, Ted moved to issue a thirty (30) day notice of termination to ProTec and approve the proposal from Dragon Cleaning Services for sixteen (16) hours/week at a cost of \$1,905.00/month. Amanda seconded, vote was all ayes, motion carried. Ted and Amanda volunteered to meet onsite with the new vendor.

**ROOF REPAIR:** The Board reviewed a proposal from Alta Roofing to repair the roof above #904. After discussion, Ted moved to approve the proposal at a cost of \$2,150.00. Amanda seconded, vote was two ayes, motion carried. Frank abstained.

**GATE REPAIR:** The Board reviewed a proposal from House of Automation to replace the faulty three-button push station on the P3 gate that was approved via e-mail between meetings on an emergency basis. After discussion, Ted moved to ratify the contract at a cost of \$651.10. Amanda seconded, vote was all ayes, motion carried.

**CO SYSTEM UPGRADE:** The Board reviewed a proposal from AC Energy Systems to retrofit the failing CO garage sensors that was approved via e-mail between meetings on an emergency basis. After discussion, Ted moved to ratify the contract at a cost of \$2,790.00. Frank seconded, vote was all ayes, motion carried.

**HYDROJETTING:** The Board agreed to schedule Quality Rooter to perform the hydrojetting and discussed the possibility of establishing a Hydrojetting Committee to assist with unit access. Management was instructed to obtain an opinion from insurance for this potential committee.

**IRRIGATION REPAIRS:** The Board reviewed a proposal from Bemus Landscape to convert the backflow and install an inline valve for the irrigation. Management was instructed to follow up with Westwind Landscape on submitting a proposal for the repairs.

#### **EXECUTIVE SESSION SUMMARY:**

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD OCTOBER 17, 2023**

Community Manager Brittany Vik called the meeting to order at 6:05 p.m. Board Members present were Frank Pizzo, Aakash Agarwal, and Amanda Garner. Chris Kelly and Ted Mosetick were absent. Six owners were in attendance.

**OPEN FORUM:** The owner of #704 recommended the Association use the same trash hauler as The Heritage to minimize noise on service days and to have the hallways painted.

The owner of #606 requested permission to install camera signs on the doors of all three (3) garage vestibules and advised that the shrubs on the South side of the building need to be trimmed. The Board agreed to allow the owner to install the signs.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the September 2023 meeting. After discussion, Amanda moved to approve the minutes as presented. Aakash seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the August 2023 financials. Aakash moved to approve the financials as presented. Amanda seconded, vote was all ayes, motion carried.

**DRAFT RESERVE STUDY:** The Board reviewed the draft reserve study. Aakash noted several errors and requested some adjustments from the reserve analyst. After discussion, Amanda moved to approve the draft reserve study and appoint Aakash to approve the final version. Frank seconded, vote was all ayes, motion carried.

**DRAFT BUDGET:** The Board reviewed the draft 2023-2024 budget with a recommended minimum ten percent (10%) dues increase to cover rising operating expenses. After discussion, Aakash moved to approve the budget with a ten percent (10%) dues increase. Amanda seconded, vote was all ayes, motion carried.

**UNIT REMODEL GUIDELINES & FINE SCHEDULE AMENDMENT:** The Board agreed to table the draft unit remodel rules and fine schedule amendment for discussion at the next meeting.

**SECURITY MODERNIZATION:** The Board reviewed a proposal from Accurate Security to install a camera in each elevator and inside the mailroom. After discussion, Amanda moved to approve the proposal at a cost of \$4,370.51, pending approval from Chris Kelly. Frank seconded, vote was all ayes, motion carried.

**COMMUNICATIONS COMMITTEE:** The Board discussed forming a communications committee. After discussion, Amanada moved to appoint Kibuchi Banfield to spearhead the committee. Frank seconded, vote was all ayes, motion carried.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed an architectural application from the owner of #302 to remodel their bathroom. After discussion, Frank moved to approve the application as presented. Aakash seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_ Date: \_\_\_\_\_

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD SEPTEMBER 18, 2023**

Community Manager Brittany Vik called the meeting to order at 6:03 p.m. Board Members present were Chris Kelly, Frank Pizzo, Aakash Agarwal, and Amanda Garner. Ted Mosetick was absent. Six owners were in attendance.

**OPEN FORUM:** The owners present expressed concern over the recent garage break-ins and overall building security, and recommended installing cameras in the garages, removing the shrubs by the south building door, and installing spikes on the ground near the south building door to deter unhoused individuals from sleeping there.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the August 2023 meeting. After discussion, Aakash moved to approve the minutes as presented. Chris seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the June and July 2023 financials. Aakash moved to approve the financials as presented. Chris seconded, vote was all ayes, motion carried.

**SPECIAL ASSESSMENT SURVEY:** The Board reviewed the results of the special assessment survey, and noted the following as the top five (5) components to address with the funds from the special assessment:

1. Roof Replacement/Solar Installation
2. Building Seal Replacement – Chris advised this issue could be resolved by upgrading the irrigation system, which will require a specialty landscaping plumber.
3. Line Roof Drainpipes
4. Exterior Building Painting
5. Upgrade FOB/Directory Systems

Management was instructed to solicit proposals for all projects.

**COOLING TOWER RECIRCULATION PUMP:** The Board reviewed a proposal from Brian Cox Mechanical that was approved between meetings on an emergency basis to replace the cooling tower recirculation pump motor assembly that failed. After discussion, Chris moved to ratify the contract at a cost of \$9,281.00. Frank seconded, vote was all ayes, motion carried.

**POOL FENCE MODIFICATIONS:** The Board reviewed a proposal from ProTec to install additional fencing on top of the northern most section of the pool fence to deter unwanted trespassers from entering the pool area. After discussion, Chris moved to approve the proposal at a cost of \$1,712.00, with Chris to meet with them prior. Amanda seconded, vote was all ayes, motion carried.

**CARPET & TRASH CHUTE CLEANING:** The Board reviewed a proposal from ProTec to clean the trash chute and P1 trash room, and the carpeting in the common areas. After discussion, Amanda moved to approve the proposal at a cost of \$985.00 for the trash chute & trash room cleaning and \$1,072.71 for the carpet cleaning. Chris seconded, vote was all ayes, motion carried.

**UNIT REMODEL GUIDELINES:** The Board reviewed the draft unit remodel rules and agreed to table it for further review.



**FINE SCHEDULE AMENDMENT:** The Board reviewed the draft fine schedule amendment for unapproved unit remodels and agreed to table it for further review.

**COMMUNITY PARTY:** The Board discussed planning a community pool party as the suggestion of the owner of #906. After discussion, Chris moved to give the owner of #906 approval to plan the gathering for October 14, 223. Amanda seconded, vote was all ayes, motion carried.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed a request from the owners of #104 to allow their contractor to cut a six-inch hole the drywall of the common area hallway to accommodate a plumbing repair in their unit. After discussion, Chris moved to approve the repair, upon the condition the drywall is restored to its original condition, and the owner will be responsible for any costs for maintenance to properly repair the drywall if there are any issues with the quality of the work done by the owner’s contractor. Aakash seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**  
The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_ Date: \_\_\_\_\_

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD AUGUST 15, 2023**

Community Manager Brittany Vik called the meeting to order at 6:05 p.m. Board Members present were Chris Kelly, Frank Pizzo, Ted Mosetick, and Amanda Garner. Aakash Agarwal was absent. Three owners were in attendance.

**OPEN FORUM:** The owner of #906 was in attendance to advise the Board of an issue he experienced with Quality Rooter going over the time they quoted for a water shut-off. Management was instructed to explore options for a secondary plumber for the community to use for water shut-offs.

The resident of #505 was in attendance to advise she has been working with the police to get the unhoused individuals who have been camping out inside the building entrance and the P2 garage arrested. She also advised the Clean & Safe Program has been monitoring the property, cleaning up areas of concern, and reporting trespassers.

Management was instructed to create a flyer to post on the lobby TV monitor with the police and Clean & Safe Program information.

Management was instructed to have ProTec adjust the light in the building entrance vestibule to stay on all night to deter anyone from sleeping in that area.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the July 2023 meeting. After discussion, Frank moved to approve the minutes as presented. Ted seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board tabled the June 2023 financial report for further review.

**POOL SERVICE:** The Board reviewed proposals for pool service, including an immediate \$40.00/month service increase from BZ Pools, increasing the service fee to \$440.00/month. Chris advised he has been working with the owner of BZ Pools on the concerns the Board had with their service. It was noted BZ Pools service fee is still the lowest cost option without any equipment upgrades. After discussion, Chris moved to retain service with the BZ Pools and approve the immediate \$40.00/month increase, and purchase test kits to periodically test the water in the pool and spa. Ted seconded, vote was all ayes, motion carried.

**TRASH SERVICE INCREASE:** The Board reviewed the immediate trash rate service increase from EDCO due to the state mandated organics recycling that has impacted service rates. The rate increased from \$804.58/month to \$965.50/month, an increase of \$160.92/month. Management was instructed to solicit proposals for waste hauling service for cost comparison purposes.

**UNAPPROVED UNIT REMODELS/FINE SCHEDULE:** The Board discussed increasing the fine for unapproved unit remodels. Management was instructed to draft the change, including defining what constitutes a remodel and what requires Board approval.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_ Date: \_\_\_\_\_

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD JULY 18, 2023**

Community Manager Brittany Vik called the meeting to order at 6:04 p.m. Board Members present were Ted Mosetick, Aakash Agarwal, and Amanda Garner. Chris Kelly and Frank Pizzo were absent. Two owners were in attendance.

**OPEN FORUM:** The owner of #906 was in attendance to answer any questions the Board may have on his architectural application and to ask the Board several questions.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the June 2023 meeting. After discussion, Ted moved to approve the minutes as presented. Aakash seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the May 2023 financials. Aakash moved to approve the financials as presented. Ted seconded, vote was all ayes, motion carried.

**SPECIAL ASSESSMENT:** The Board reviewed the revised special assessment survey and made several changes. After discussion, Amanda moved to distribute the survey to the membership. Aakash seconded, vote was all ayes, motion carried.

**POOL SERVICE:** The Board reviewed proposals for pool service. Management was instructed to have the bidders revise their proposals for twice/week service year-round rather than summer and winter options.

**TRASH SERVICE INCREASE:** The Board reviewed notification from EDCO that the State mandated implementation of organics recycling has impacted service rates, and that effective July 1, 2023, the City of San Diego is increasing disposal fees at the Miramar Landfill by 43%, which will require an immediate increase to the current trash rates. EDCO will maintain the current recycling & organics collection rates, but trash rates will be increasing. Management was instructed to include the July bill in the Board package for review at the August meeting.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed an architectural application from the owner of #906 to remodel their kitchen. After discussion, Ted moved to approve the application as presented. Amanda seconded, vote was all ayes, motion carried.

The Board reviewed an architectural application from the owner of #502 to replace their living room windows. After discussion, Ted moved to approve the application as presented. Amanda seconded, vote was two ayes, motion carried. Aakash abstained.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD JUNE 20, 2023**

Community Manager Brittany Vik called the meeting to order at 6:02 p.m. Board Members present were Chris Kelly, Frank Pizzo, Ted Mosetick and Aakash Agarwal. Amanda Garner was absent. No owners were in attendance.

**OPEN FORUM:** No items were brought before the Board at this time.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the May 2023 meeting. After discussion, Chris moved to approve the minutes as presented. Frank seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the April 2023 financials. Aakash moved to approve the financials as presented. Chris seconded, vote was all ayes, motion carried.

**SPECIAL ASSESSMENT:** The Board reviewed the revised special assessment survey and made several changes. Management was instructed to implement the changes and provide the revised version to the Board for review at the next meeting.

**POOL SERVICE & CHEMICAL FEEDERS:** The Board reviewed a proposal from 1 Stop Pool Pros for pool service and to install automatic chemical control systems for the pool and spa. It was noted 1 Stop requires the automatic chemical feeders to be installed to provide pool service for the property. Management was instructed to solicit proposals for pool service and the chemical feeders.

A motion was made to adjourn the meeting. The motion was seconded. Vote was all ayes, motion carried. The meeting was adjourned at 6:39 p.m.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD MAY 23, 2023**

Community Manager Brittany Vik called the meeting to order at 6:03 p.m. Board Members present were Chris Kelly, Frank Pizzo, Ted Mosetick, Aakash Agarwal, and Amanda Garner. Four owners were in attendance.

**OPEN FORUM:** The resident of #505 advised the police and Clean & Safe removed several unhoused people that were trespassing on the property.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the April 2023 meeting. After discussion, Aakash moved to approve the minutes as presented. Chris seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the March 2023 financials. Aakash moved to approve the financials as presented. Amanda seconded, vote was all ayes, motion carried.

**SPECIAL ASSESSMENT:** The Board reviewed and made several changes to the draft special assessment survey to distribute to the owners requesting their assistance with prioritizing the options provided for building repairs and updates. Amanda advised she is working on a Survey Monkey to include as a response option to the survey. Management was instructed to distribute the survey to the membership once it has been revised and the QR code for the Survey Monkey is available.

**ROOF REPLACEMENT:** The Board reviewed a proposal from Alta Roofing to replace the roof. Management was instructed to ask Alta Roofing if they offer financing and payment plan options.

**PHONE LINE CARRIER:** Management advised that Cox applied a \$5.00/phone line discount to the current phone service, reducing the cost to \$23.96/phone line. The Board agreed to retain phone service with Cox at this time.

**POOL SERVICE:** Chris advised the pool company is not performing their duties or maintaining the appropriate chemical levels on the pool and spa, and recommended the Board make a change in service. Management was instructed to solicit proposals.

**MAINTENANCE:** Chris advised there is an area on the pool fence that needs to be addressed due to repeated vandalism. Management was instructed to have ProTec contact Chris for the details.

Amanda advised the entry door is still dragging on the floor after Accurate Security repaired it. Management was instructed to contact Accurate Security and request they return to make the proper repairs.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD APRIL 25, 2023**

Community Manager Brittany Vik called the meeting to order at 6:06 p.m. Board Members present were Frank Pizzo, Ted Mose tick, Aakash Agarwal, and Amanda Garner. Chris Kelly was absent. Two owners were in attendance.

**OPEN FORUM:** No items were brought before the Board at this time.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the March 2023 meeting. After discussion, Amanda moved to approve the minutes as presented. Frank seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the February 2023 financials. Aakash moved to approve the financials as presented. Amanda seconded, vote was all ayes, motion carried.

**SPECIAL ASSESSMENT:** The Board continued discussing the survey to send out to the membership regarding a possible special assessment to address needed repairs and upgrades in the building. Amanda offered to create an online option for the survey and Management was instructed to draft the survey for the Board to review at the next meeting, including the options provided by the Board to be broken down into categories consisting of infrastructure, security, and aesthetics.

**INSURANCE RENEWAL:** The Board reviewed the insurance renewal from Teague Insurance. After discussion, Amanda moved to approve the renewal at an annual premium of \$17,748.00. Aakash seconded, vote was all ayes, motion carried.

**ANNUAL SPRINKLER REPAIRS:** The Board reviewed a proposal from A&D Fire for fire sprinkler repairs resulting from the annual inspection. After discussion, Aakash moved to approve the proposal at a cost of \$7,650.00. Frank seconded, vote was all ayes, motion carried.

**HYDROJETTING:** The Board reviewed the hydrojetting schedule for May 8<sup>th</sup> – May 11<sup>th</sup>, 2023. Chris and Amanda volunteered to assist Quality Rooter with access to the units.

**MEETINGS:** The Board discussed the monthly meeting location and Zoom access. After discussion, Aakash moved to permanently hold the monthly meetings virtually and maintain the same login every month for easier access to the meetings for the owners. Ted seconded, vote was all ayes, motion carried.

**PHONE LINE CARRIER:** The Board discussed the contract with Cox for the building phone lines. Management was instructed to explore other carriers for a better rate.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD MARCH 21, 2023**

Community Manager Brittany Vik called the meeting to order at 6:04 p.m. Board Members present were Chris Kelly, Frank Pizzo, Ted Mosetick, Reggie Paulding, and Amanda Garner. Five owners were in attendance.

**OPEN FORUM:** No items were brought before the Board at this time.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the February 2023 meeting. After discussion, Reggie moved to approve the minutes as presented. Amanda seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the January 2023 financials. Reggie moved to approve the financials as presented. Chris seconded, vote was all ayes, motion carried.

**SPECIAL ASSESSMENT:** The Board continued discussing the future possibility of a membership vote on a special assessment to fund various upgrades and repairs to the building. Management provided the Board with an overview of the voting requirements and variable percentages for a special assessment, as well as a working list of upgrades and repairs to be addressed with the special assessment funds. Management was instructed to put together a survey with the upgrades including the pricing for each upgrade, to send to the membership for their input.

**BUILDING SEAL:** The Board discussed the landscape planter on the front north side of the building that is leaking into the main elevator lobby area and parking garages below. After discussion, Reggie moved to approve Westwind Landscape to remove the contents of the planter and ProTec to remove the planter. Chris seconded, vote was all ayes, motion carried.

**ELEVATOR DOOR FINISHINGS:** The Board discussed modernizing the woodgrain vinyl finish that is currently on most of the elevator doors and agreed to add it as an option to the special assessment survey to the membership.

**ELEVATOR FLOOR MATS:** The Board discussed purchasing floor mats for the elevators to use during move-in/move-outs to protect the new tile flooring. After discussion, Reggie moved to purchase one (1) mat and store it in the fire control room. Amanda seconded, vote was all ayes, motion carried.

**ENTRY DOOR REPAIRS:** The Board reviewed a proposal from Accurate Security to repair and reinforce the entry doors that were recently pried open by a trespasser. After discussion, Amanda moved to approve the proposal at a cost of \$2,224.05. Chris seconded, vote was all ayes, motion carried.

**ROOF DRAIN REPAIR:** The Board reviewed a report from Quality Rooter stating the exposed section of roof drainpipe on P1 cannot be replaced because it goes through the cinder block wall, and will need to be pipe lined. Management was instructed to have Jeremy Anding with SPT contact Chris Kelly to discuss lining both roof drainpipes.

**MAILROOM WINDOW:** The Board discussed an owner's suggestion to install window bars on the mailroom windows to prevent them from being broken into, and agreed that window bars could be unsightly, and the window lock that ProTec recently installed will suffice.

**FIRE SPRINKLER INSPECTION:** The Board reviewed the schedule for the upcoming annual fire sprinkler inspection inside the units. Chris volunteered to assist A&D Fire with access to the units.

**MAINTENANCE:** The Board reviewed an e-mail from ProTec advising they can replace all of the ceiling tiles in the building under maintenance hours for approximately \$2,600, plus labor. After discussion, Reggie moved to replace the ceiling tiles on the 1<sup>st</sup> and 9<sup>th</sup> floors and use any good tiles from those floors on the other floors in the building that need to have tiles replaced. Amanda seconded, vote was all ayes, motion carried.

The Board discussed the trespasser who recently broke into the guest suite from the sliding glass door in the lobby. Amanda advised that ProTec informed her the doors are installed backwards. After discussion, Reggie moved to approve ProTec to reinstall the guest suite doors properly. Amanda seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_



**BEECH TOWER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD FEBRUARY 21, 2023**

Community Manager Brittany Vik called the meeting to order at 6:04 p.m. Board Members present were Frank Pizzo, Ted Mosetick, Reggie Paulding, and Amanda Garner. Chris Kelly was absent. Three owners were in attendance.

**OPEN FORUM:** The owner of #606 was present to express concern over the new tile flooring installation project, including issues with the crew not cleaning up properly, and drywall repairs above the coping on some of the floors. He also advised there are still patches on the walls of the 6<sup>th</sup> floor hallway that need to be properly painted.

Management was instructed to solicit additional proposals to paint the interior hallways of floors 1 – 9.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the January 2023 meeting. After discussion, Ted moved to approve the minutes as presented. Amanda seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the December 2022 & January 2023 financials. Reggie moved to approve the December 2022 financials as presented and table the January 2023 financials for further review. Amanda seconded, vote was all ayes, motion carried.

**DRAFT FINANCIAL REVIEW:** The Board reviewed the draft financial review. After discussion, Reggie moved to approve the draft review as presented for distribution to the membership. Ted seconded, vote was all ayes, motion carried.

**SPECIAL ASSESSMENT:** The Board discussed the future possibility of a membership vote on a special assessment to fund various upgrades and repairs to the building. Management was instructed to provide the Board with an overview of the voting requirements and variable percentages for a special assessment.

**FIRE PREVENTION SERVICES:** The Board reviewed a proposal from A&D Fire Sprinklers for the annual fire prevention services. After discussion, Reggie moved to approve the proposal at a cost of \$8,293.00. Ted seconded, vote was all ayes, motion carried.

**ROOF REPAIR:** The Board reviewed a proposal from Alta Roofing to permanently repair the roof above Unit #903 that sustained another roof leak. Management was instructed to solicit additional proposals.

**BUILDING SEAL:** The Board reviewed an e-mail from Life Deck concerning the landscape planter on the front north side of the building that is causing water leakage into the main elevator lobby area and parking garages below. The Board agreed to table this matter for discussion at the next meeting.

**ELEVATOR DOOR CLADDING:** The Board reviewed a proposal from Sterling Custom Elevator Interiors to clad the elevator doors and hoist-way entrance frames on the parking levels and floors 2–9 in stainless steel. Management was instructed to ask 24 Hour Elevator if the woodgrain vinyl that is currently on the doors can be removed, or if the doors can be painted.

**GATE REPAIRS:** The Board reviewed recent reports from House of Automation for repairs completed on the P1 and P2 gates. Reggie expressed concern over House of Automation not noticing items that are failing during their routine inspections and making recommendations for preventative maintenance rather than being dispatched to the property to make emergency repairs, and the quality of the work they are doing on the gates overall.

The Board reviewed a proposal from House of Automation to replace the faulty photo eye safety sensor at the P1 gate. After discussion, Reggie moved to approve the proposal at a cost of \$915.99. Amanda seconded, vote was all ayes, motion carried.

**PLUMBING MAINTENANCE NOTICE:** The Board reviewed a draft notice regarding preventative measures the individual owners can take to mitigate water damage. After discussion, Reggie moved to approve the notice as written, to be mailed to all owners & residents. Ted seconded, vote was all ayes, motion carried.

**SECURITY:** The Board discussed building security and several recent break-ins that occurred. Marci and Amanda volunteered to coordinate a meeting with interested residents to discuss security options for the building and present their recommendations to the Board.

**EXECUTIVE SESSION SUMMARY:**  
The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

Attested: \_\_\_\_\_ Date: \_\_\_\_\_