

STARLIGHT TOWERS CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 2, 2025, 10:00 A.M.
RECREATION ROOM

BOARD MEMBERS PRESENT:
RALPH CALABRESE
DON JANUARY
JOHN GARRA (PHONE)
KEVIN SPARKS

The meeting was called to order at 10:01 a.m.

Ralph made a motion to approve the minutes of the prior meeting. Don seconded the motion and all approved.

Ray gave the Treasurer's report.

The board reviewed the treasury report, which showed healthy reserves despite recent expenses. Ray explained that \$1.66M in reserves was allocated for the ELSS sprinkler system, but this will now be used for the second door installation project. The board approved spending approximately \$100,000 on door installations, with two contractors bidding around \$100,000-135,000. John reported that a performance bond of \$3,400 was approved to protect against contractor delays, with work expected to begin after hurricane season ends in October. The board noted that while condo sales are struggling and regulations may change after the election, they are proceeding with the grandfathering plan to avoid future requirements. The board reviewed financial matters including treasury reserves and approved funding for door installation projects, with work scheduled to begin after hurricane season. Building maintenance and cleaning services were discussed at length, with the board addressing concerns about cleanliness, staffing challenges, and the need for improved management and leadership. The group agreed to implement changes including better supervision of current employees, formation of a volunteer subcommittee, and consideration of hiring additional maintenance staff through their property management company.

Concrete Surface Requirements

Cindy discussed the installation of a textured concrete surface in a garage, explaining that it was required for warranty purposes and provided slip resistance. She shared experiences with other installations, noting that smooth surfaces were not allowed due to warranty issues. The group also discussed alternative options like rugs or epoxy coatings, but agreed that any changes to the common area concrete would need board approval and would be at the owner's expense.

Building Maintenance Staffing Strategy

The board discussed staffing challenges in building maintenance, particularly focusing on two current employees who perform cleaning and maintenance tasks. Cindy, who has 16 years of experience, expressed concerns about the board's decision to potentially fire one employee and hire a supervisor at a higher salary, arguing that this approach hasn't worked in the past and would be too expensive. The board agreed to give the current employees more supervision and better tools, including potentially purchasing a commercial-grade cleaning machine, rather than immediately pursuing an outside contractor or supervisor.

Enhancing Building Management Efficiency

Cindy, , discussed the need for better management and leadership in the building, emphasizing the importance of creating a schedule and checklist for cleaning tasks to improve efficiency and accountability. She suggested implementing regular stand-up meetings to provide feedback and ensure tasks are completed, while also acknowledging the challenges of finding and retaining qualified staff in the current market. The group agreed to give current employees more time to improve while considering potential leadership roles, with Cindy offering her support to help address ongoing issues.

Volunteer Management and Maintenance Strategy

The board discussed challenges with building management and maintenance, with Cindy emphasizing the need for better delegation and collaboration with willing volunteers like Matt and Ralph. They agreed to form a subcommittee to organize and manage volunteers, while also considering hiring a dedicated maintenance supervisor through their property management company. The board decided to revisit the voting process for current staff, acknowledging that previous votes had expired, and agreed to give current volunteers more direction and oversight rather than immediately pursuing new hires.

Fire-rated Door Construction Plan

The meeting discussed plans for construction work to install fire-rated doors in the building, with work expected to start on the 25th. The contractor will bring in two crews to demo and construct floors, with each floor taking 2-3 days to complete. Units will be locked down at night during construction, and owners will be responsible for removing cabinets that encroach on doorways. The contractor will install basic white baseboards to meet inspection requirements, though owners can choose to paint them. There was discussion about dust barriers and protection measures, with the contractor agreeing to implement these. The work will be done floor by floor, starting from the 16th, with contractors Larry and Richie selected for the project.

Building Maintenance and Cleaning Services

The meeting discussed building maintenance and cleaning services. Cindy addressed concerns about the building's cleanliness, particularly on the third floor, and proposed new cleaning equipment to improve efficiency. The group debated whether to continue in-house cleaning or outsource to a cleaning company, with cost considerations and convenience factors being

Next steps

- Board: Proceed with the second door modifications for ELSS compliance to ensure the building is grandfathered in.
- Board: Reallocate the \$166,000 originally intended for the sprinkler system to cover the door installation costs.
- Board: Finalize selection between the two lower-cost contractors for the door removal project.
- Board: Secure a performance bond for the door removal project to ensure timely completion.
- Cindy: Work with Ben on the budget to potentially lower HOA fees by leveraging the surplus from the ELSS funds.
- Board: Review all reserves and determine which ones to stop or cut back on.
- Cindy: Check with Ben about auto-withdrawal options for the ELSS payments separate from regular condo fees.
- Ben: Check if automatic withdrawal can be set up separately for condo fees and ELSS payments.
- Board: Monitor any legislative changes regarding ELSS requirements after the 2026 election.
- Contractor: Provide individual unit owners with estimates for cabinet removal if needed for door work.

The meeting was adjourned at 11:30 a.m.