

Starlight TOWERS CONDOMINIUM ASSOCIATION,  
BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 17, 2025, 10:00 a.m.  
STARLIGHT TOWERS LOUNGE

**BOARD MEMBERS PRESENT:**

RALPH CALABRESE	JOHN GARRA
DON JANUARY	RAY CHEHATA
KEVIN SPARKS	

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

**Ray made a motion to accept the minutes of the prior meeting, John seconded it and all approved.**

**Ray gave the financial report and made a motion to approve the 2026 Proposed Budget. John seconded the motion and all approved.**

**Quick recap**

The board meeting focused on reviewing and approving the annual budget, with discussions centered on reducing HOA fees by \$100 per month and maintaining reserve funds while addressing ELSS requirements. The board approved a plan to remove kitchen doors as part of fire safety compliance, with work scheduled to begin in January. A significant portion of the meeting covered plans for lobby renovation, with a committee formed to review design options and budget estimates. The board also discussed upcoming maintenance projects including pool resurfacing, parking lot sealing, and garage roof replacement, while addressing concerns about pool heating temperatures during the winter season.

**Next steps**

- Contractor: Come to the January meeting so residents can meet and discuss individual unit needs
- Kelly, John, and Eve: Sit down by January 6th to finalize lobby renovation scope and budget amount for the ballot
- John: Prepare ballot language for lobby renovation with specific budget amount and scope details
- John: Prepare simplified ballot language for rental moratorium
- Cindy: Mail out ballots 14 days before the February meeting

- Board: Sign contracts in January for sealant work, roof work on carport, and other budgeted projects
- Ralph/Kevin: Look into pool heater temperature issue and increase temperature to 85-86 degrees
- Maintenance: Replace the light by the back door
- Contractor: Start door removal work on top floor, first of the year
- Board: Schedule pool resurfacing and heater work after Memorial Day
- Board: Schedule parking lot sealing and recoating work for the year
- Board: Schedule new roof installation on parking garage for the year

## **Summary**

### **Fire Door and Budget Updates**

The board discussed the implementation of fire door requirements and ELSS program changes, with Ray explaining that the fire marshal's order to remove one door was necessary for safety reasons and to maintain their position regarding sprinkler requirements. The board approved a budget that includes a \$100 monthly reduction in HOA fees per unit, reflecting a reallocation of reserves that were previously used to cover deficits. The discussion highlighted ongoing concerns about the timing of the sprinkler requirements, with some board members questioning why the implementation was proceeding while legislation was delayed, though Ray clarified that they were taking a measured approach to preserve their position regarding alternative solutions.

### **Reserve Funding and Maintenance Plans**

Cindy explained the current state of building reserves, noting that \$800 continues to fund minimum reserves as required by law. She emphasized that the board's decision to return excess funds to owners is based on ensuring reserves are aligned with remaining life estimates. Cindy also discussed plans for a new vote on leasing and lobby renovation, aiming for increased participation by linking it to board elections. The group reviewed reserve balances, including elevator maintenance, and addressed concerns about the Elevator Life Safety System (ELSS) deadline. They decided to proceed with door sealing work, with plans to finalize contracts and begin work in early 2024.

### **Financial Planning and Safety Projects**

The board discussed financial matters, including a \$2,000 annual assessment and a \$139,000 reserve fund. They debated whether to reduce the assessment, with Cindy

expressing concern about the \$800 monthly increase. The board also addressed a fire safety project involving door replacements and sprinkler system installation, which will require additional staffing. John inquired about the reserve fund projections, which show an increase to \$724,271 by 2025 and an additional \$186,957 in 2026.

### **Lobby Renovation and Budget Planning**

The board discussed the budget and reserve funds, with John noting that the reserve would reach almost \$900,000 by the end of 2026. They addressed insurance payments and maintenance, with Cindy explaining that insurance bills would be separate. The group also talked about a lobby renovation project, with John having an estimate of around \$400,000. Eve suggested forming a committee to review the estimate and design plans, emphasizing the importance of creating a modern and attractive space to increase property value. The board agreed to finalize the renovation plans and budget within the next few weeks to include in the upcoming ballot vote.

### **Renovation Committee Members :**

John Benardone  
Kelly Halligan  
Yves Newville

### **Building Renovation and Maintenance Plans**

The board discussed the budget and construction plans for the building. They approved setting aside \$186 in reserves, though Cindy noted this amount could fluctuate due to emergencies. The board agreed to include all common areas in the lobby renovation, which will begin in January. John and Bernado volunteered for the lobby committee. Peter inquired about door removal timing and hardware retention, which Cindy confirmed. The board discussed painting negotiations with contractors and agreed to have the contractor attend the January meeting. Upcoming construction projects include pool resurfacing after Memorial Day, parking lot sealing, and garage roof replacement.

### **Operational and Safety Concerns Addressed**

The meeting discussed several operational issues, including concerns about pool temperature and the need to adjust heating systems, with Cindy agreeing to investigate complaints about cold water. The group also addressed building maintenance, with John providing details about an ELSF project involving sprinkler systems, fire-rated doors, and stairwell pressurization, which would require additional funding. Carol raised a safety concern about a bright light by the back door that had not been fixed despite previous notifications.