

STARLIGHT TOWERS CONDOMINIUM ASSOCIATION, INC.
ANNUAL MEMBERS MEETING
MARCH 10, 2026, 10:00 a.m.
STARLIGHT TOWERS LOUNGE

A QUORUM OF THE MEMBERSHIP WAS NOT PRESENT SO A BUSINESS MEETING COULD NOT BE HELD.

Cindy provided the Proof of Notice of Meeting

An election was not necessary. Five (5) seats were open and there were five (5) candidates. The Board Members for 2026-27 are: Mark Baratz, Ralph Calabrese, Ray Chehata, John Garra and Don January.

Board officers will be selected after the meeting.

Amendment of Documents vote results: 37 – yes; 3 – No

Lobby renovation vote results: 16 – yes 8 – No

The Board discussed the possible need for 75% approval of owner lobby renovations but most of them can be completed under Repair/Maintenance and needed upgrades for the ELSS.

Cindy reported that the hallway baseboards had not been completed by AP Construction because we are having trouble finding a tile that closely matches what is there.

We are currently soliciting bids for Sealcoating Parking lot, Renovation of pool to include resurfacing, bullnose tile and tile under bullnose and bids to replace the roof of the carports. We will so be meeting with Kone Elevator Representative to discuss ongoing problems with the elevator.

We will begin using Enumerate/Engage to update owners and explain other uses available for association communication.

The conversations ended with updates on property dry installations and water heater inspections.

The meeting was adjourned at 11:15 a.m.

STARLIGHT TOWERS

BOARD OF DIRECTORS MEETING MINUTES
JANUARY 6, 2026, 10:00 A.M.
STARLIGHT TOWERS RECREATION ROOM

BOARD MEMBERS PRESENT:

Ralph Calabrese

Don January

John Garra

Ray Chehata

BOARD MEMBERS NOT PRESENT

Kevin Sparks

The meeting was called to order at 10:20 a.m.

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

Ray Chehata gave the financial report and discussed financing the projects that we want to complete this year which includes the roof of the carports, sealcoating the parking lot and putting new diamond brite finish on the pool. Bids are being solicited for these projects and will be finalized with the new couple weeks.

The Board discussed renovation planning details, including scope of work requirements and budget allocations for various improvements. The conversation ended with discussions about upcoming elections, security concerns, and the implementation of new processes for document signing and meeting participation.

Next steps

- John: Develop 3 different lobby renovation scenarios with detailed scope of work, including which items require a vote and which do not, and provide estimated costs for each.
- John: Put together a clear scope of work document for the lobby/common area renovation, specifying what is required for a vote and what is not, and include estimated costs for each component.
- Cindy: Board: Send out the first mailing regarding the lobby renovation vote to the board of directors within the next week.

- ZCindy/Board: Prepare and distribute detailed information (including renderings, options, and scope) to all owners about the lobby renovation project, including via email blast and new website, prior to the formal vote mailing.
- Cindy /Board: Implement DocuSign (or similar e-signature) ballots for the upcoming lobby renovation and board election votes to facilitate participation, especially for owners living abroad.
- Cindy /Board: Collect and update email addresses for all owners to ensure everyone receives meeting notices, ballots, and project information.
- Cindy/ Board: Ensure Zoom meeting access details are sent out earlier (ideally 2-3 days before the meeting) to allow remote participants sufficient time to plan attendance.
- Cindy/ Board: Designate a volunteer or staff member to monitor and admit participants to Zoom meetings at the start, to prevent access delays.
- Cindy/ Board: Obtain at least one additional bid for painting/stucco work in the hallways for cost comparison.
- Cindy/ Board: Update and communicate correct payment address information to owners, ensuring mailing labels and instructions are accurate.
- Cindy/ Board: Launch the new website within the next week and ensure minutes and project information are posted there.
- Cindy/ Board: For the upcoming vote, structure the ballot to include only items that legally require a vote, and provide a separate preamble or informational mailing with full project scope and costs.
- Cindy /Board: Encourage owners to submit proxies if they will be unavailable for the vote, and provide instructions for doing so.
- Cindy Board: Consider hiring a professional (e.g., advertising agent) to assist with owner outreach and vote participation, pending board approval.
- Cindy Board: Obtain pricing for outside security guard services (for nights/weekends) and compare to current in-house costs, and review job descriptions and uniform requirements as needed.

Summary

Lobby Renovation Budget Discussion

Cindy explained that the budget for the lobby renovation ranges from \$300,000 to \$460,000, with funding already allocated for the ELSS covers most of the main costs. She emphasized that no special assessment is needed for the renovation, but there may be an increase in HOA fees

next year depending on budget performance. Cindy also discussed cost-saving measures, including securing a better deal for sealing and painting the driveway, and recommended switching banks to save \$30,000 in interest. She urged owners to vote in the upcoming election on the lobby renovation and rental issues, highlighting the need for common sense in decision-making and the importance of maintaining low fees while ensuring value.

Renovation Project Planning Meeting

The meeting focused on planning a renovation project, with Cindy explaining that a scope of work would be developed to detail required changes, including the front door, gym, desk movement, and ground floor common area modifications. Six items from a nine-item punch list were identified as not requiring a vote, including sprinkler installation, ceiling work, and fire alarm system relocation, while three items, including kitchen demolition and service area installation, would need board approval. The total budget was set at \$400,000, with approximately \$50,000 allocated for vote-required changes, while the remaining work could proceed without board approval.

Building Renovation Cost Estimation

The group discussed renovation costs for a building, with Cindy estimating \$300-500 per square foot depending on the scope of work. They explored options for updating the ceiling, sprinkler system, and air conditioning while minimizing disruption to current operations. The team agreed to present a clear scope of work to voters, separating mandatory improvements from optional upgrades, with Cindy emphasizing the importance of achieving a modern look to secure approval. They also discussed the potential for cost savings by completing multiple improvements simultaneously rather than in phases.

Lobby Renovation Voting Requirements

The board discussed a \$400,000 lobby renovation project that requires 75% owner approval for certain elements. They agreed to keep non-vote-requiring improvements separate from the ballot, with only mandatory vote items included. The group decided to use DocuSign ballots to improve participation from international owners and discussed the need for professional outreach to educate owners about the project. They emphasized the importance of getting proxies from owners who will be absent during the vote.

Contractor Updates and DocuSign Implementation

The meeting covered several topics, including the implementation of DocuSign for document signing and updates on a contractor's work related to doors and painting hallways. Cindy discussed the contractor's preparation and the need for permits, as well as the possibility of adding base molding to match existing apartments. .

Board Operations and Security Planning

The board discussed upcoming elections and resolutions regarding the grace period and renovation plans, with voting expected by the end of February. They addressed concerns about email notifications for meetings and agreed to send Zoom codes earlier in the future to accommodate different time zones. The board also discussed security issues, particularly regarding after-hours access and the role of security personnel, and considered outsourcing security services to an external company.

The meeting was adjourned at 10:30 p.m.

