



# Channel Club Tower Association, Inc.

One Channel Drive  
Monmouth Beach NJ 07750

## BOARD MEETING

January 12, 2012

8:00 PM

The meeting was called to order at 8:00 PM. Members present were Canavan, Ciambrone, Gryczka, Kennedy, McAndrew, Morris, Raynor and Rich. Eileen Rise and 28 Unit Owners were also present.

**Secretary's Report:** Mrs. Ciambrone made a Motion to approve the November 18, 2011 minutes. The Motion was seconded and passed.

**Treasurer's Report:** Mr. Rich reported that the first three months of the fiscal budget are running \$18,000.00 ahead in profit. A Motion was made to pay the December 2011 bills in the amount of \$165,610.43 and the January 12, 2012 bills in the amount of \$122,351.59. The Motion was seconded and passed.

**President's Report/Committee Updates:** Mr. McAndrew stated that the Board looks to have a progressive year as we go forward into 2012.

### **Committee/Progress Reports:**

**Holiday Social Committee:** See attached Report.

**Channel Drive Update:** Mr. McAndrew reported that we have finally achieved the paving of the roadway. At the next Boro of Monmouth Beach meeting on Jan 17, 2012, the Commissioners will approve the amended easement agreement releasing Channel Club Tower from further legal or financial responsibility for Channel Drive. The town will continue to plow the road.

**Roof Replacement:** Mr. McAndrew reported that the Board has engaged Roof Management Consultants, Huntingdon Valley PA to develop specifications and oversee the project for a new roof. The goal is to put the roof on in the next budget year.

**Water Testing on Windows:** We have contacted three firms on this subject. In the spring, we will do some water testing on the windows that have reported leakage. We will also be getting, per window, caulking prices.

**Chiller Project:** For the coming summer season, the existing chiller will be replaced with a new, quieter Carrier unit with ultra low sound condenser fans and compressor blankets. It will also be more energy efficient.

**Tennis Court Season:** Mr. Raynor reported that after doing research on this, the tennis court season will be March 1<sup>st</sup> thru January 2<sup>nd</sup>. Benches will also be available. Wind screens will be put up April 1<sup>st</sup> – October 31<sup>st</sup>. Tennis players who use the courts in December will be asked to release the tension on the nets after play as snow and sleet will weight them down.

Resurfacing of the courts will take place in May as warm weather is needed to cure the surface coating. Mr. Canavan mentioned that he spoke to the owner of All-Star Tennis Company regarding the "ponding". They are well regarded, in the area, as they only do tennis courts. They are not a paving company doing courts as an extra. In answer to a question from a resident, our courts have never been completely redone from the ground up. The base is original.

Web Site Development: Mr. Raynor reported that the Committee consisted of Ms. Gryczka, Mr. Sensenich and himself and was joined by Unit owner, Barry Tesser who has experience in this field. Proposals from 10 companies were solicited. Two companies submitted proposals which were reviewed and each company was separately interviewed. First Looks-\$7,500.00 started in advertising and web design, has very sharp web sites with an award winning Web writer. They will provide webmaster services and have a content management system. (Employs use of key words that enhance search results.) The other company is a small three person firm-DMS Webs-\$3,500.00 with webmaster service and hosting through a third party.

After discussion with the Board members it has been decided to engage First Looks. A target date of March is anticipated for the site to be up and running.

A general discussion/comment period ensued on the Web Site Design: Suggestions include a virtual tour on the site, include input from residents, mailbox service, a section for communication between residents. Board members should not cut themselves off from diverse opinions.

A resident asked if a password will be needed – Answer – Yes. Mr. Raynor said that the Web Site will be a work in progress and will evolve as needed. It is in the beginning stage.

Other methods of communicating minutes to residents were discussed. They included recording the minutes and/or a phone system to share with other residents when meetings take place.

The Board answered that they would investigate recording equipment with the understanding that written minutes are not a transcript, general discussions are abbreviated, not verbatim and will still be taken and posted on the Web Site. Anyone interested in the recorded one will be able to listen to them. A resident again suggested – Taking a building survey of residents. This was, also, brought up at the November meeting. Results from the survey could be used to make better decisions.

Miscellaneous:

A unit owner asked about the POD in the parking lot.

Answer: It belongs to Verizon. It was used to store materials for the stairwells.

A discussion about property taxes took place and the process of filing a tax appeal.

A resident mentioned that he had a small fire in his tea kettle that was on the stove. Thankfully he had a fire extinguisher which he used before the fire company arrived. He stated that it is important for residents to have an extinguisher in their unit for emergencies.

A unit owner asked if the Board responded to emails. Management did answer her email, but she had not heard back from the Board.

The meeting adjourned at 9:30 PM.

Respectfully submitted,

*Carol Ciambone*

Carol Ciambone, Secretary

Social Committee Report --- January 12, 2012

We would like to thank the Ladies of the Social Committee for another wonderful Holiday Party. Corrine Altenhaus, Linda Lees, Mary McDermott, Connie Gryczka, Greta Adler & Fred Ciambrone. Our President Brian McAndrew again helped with the clean up. As always Eileen & her Staff helped with what ever we needed.

The Snow Flakes were a lovely touch this year, with each lady going home with one. Connie Gryczka patiently hung the snow flakes from the ceiling. Corrine Altenhaus created beautiful centerpieces for the tables.

The ladies all participated in showing off their culinary skills, by providing us with a wonderful Buffet. Carol Reinhard cooked three spiral hams. The Unit Owners provided us with some delicious deserts. Dean's wife made the "to die" for chocolates. Marilyn Abramson made her now famous "Noodle Pudding."

Your continued support of our parties and the 50/50's help, to finance another party.

Wishing you all a Happy, Healthy New Year and may the Spirit of our Holiday Party continue throughout the year.

Most Sincerely, Carol Ciambrone & Beth Morris



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January 5, 2012

Dear Unit Owner/Resident:

I hope that you had a Happy Holiday and are looking forward to the New Year. I am writing this letter to update you on the many accomplishments and projects that the Board and management have been working on during the past year or are scheduled for 2012. All of these projects add to the quality of life and improvement of our home here at CCT.

Board Members have worked hard and volunteered many hours a week at various committee meetings, workshops and open meetings. They can easily log in 10-20 hours each a month.

Management and staff have worked hard during the past year and we anticipate them continuing to provide us quality service.

In the months ahead we will see the establishment of our own Website. This will assist us in communication within the CCT community as well as the outside world.

With your support we can all look forward to the New Year.

Very truly yours,

A handwritten signature in black ink that reads 'Brian'.

Brian McAndrew, President  
CCT Board of Directors

# **CHANNEL CLUB TOWER**

## **2011 – 2012**

### **LARGE PROJECTS UNDERTAKEN BY THE BOARD**

Paving of Channel Drive

Smoke Door(s) installation in accordance to code

Comcast box-in is complete

Verizon Cable Installation

Health/Gym Rooms renovations including updates, new showers and equipment

### **PURCHASES**

Utility Trailer

Snow Blower

Pool House Awning

Billy goat

### **MAINTENANCE OF BUILDING AND GROUNDS**

5-yr Garage maintenance project on decks

Purchase of new cold water chiller pump for A/C

Twice yearly generator service

3X per year fire alarm inspections

Purchase of new building water pump

Purchase of 4 trees from the MB Shade Tree Commission

Bike Room re-organization and purchase of three new bike racks

Repairs to the blacktop and replacement of curbs

Replacement of ½ of all fire extinguishers in the building

### **BUDGET SAVINGS**

Energy savings on electricity and natural gas

Rebate from Horizon B/S due to medical audit on employees

\$2,500.00 Credit on Workers Comp. Ins. due to audit and safety record

Insurance Premiums under budget

### **PERSONNEL**

New maintenance person hired

All employees received yearly review

Updates made to front desk training manual

### **UPCOMING IN 2012**

Tennis courts repairs in April

Roof Mgt. Services Proposal in preparation for a new roof

Water leak survey and fact-finding by engineering firm for further action

Chiller

CCT Website

Review of Lobby updates committee