



Channel Club Tower Association, Inc.  
One Channel Drive  
Monmouth Beach NJ 07750

**BOARD MEETING**  
**JANUARY 10, 2013**  
**8:00 PM**

The meeting was called to order at 8:00 PM. Members present were Canavan, Ciambrone, Gryczka, Kennedy, McAndrew, Morris, Raynor, Rich, Tesser, and 31 residents.

**Secretary's Report:** Mrs. Ciambrone made a motion to approve the November 15, 2012 minutes. A motion to accept the minutes was seconded and passed.

**Treasurer's Report:** Mr. Rich made a motion to approve the December bill list for \$272,254.37 and the January bill list of \$110, 839.96. It was seconded and approved.

A motion was made by Beth Morris to issue a paving contract to Pax Construction Corporation in the amount of \$8,400.00, provided they can do the job more quickly than the next closest bidder. (3 bids were considered.) This project is to replace the rear entrance and add pavers to match the front entrance. The motion was seconded and approved. The Board is looking into leveling the ramps at both front and back entrances to allow better handicap access.

A motion was made by Carol Ciambrone to award the pool management contract to Candlewood Management in the amount of \$24,981.00 for the season beginning May 25 to September 15, 2013. The motion was seconded and approved.

**President's Report:**

1. Mr. Kennedy announced that Eileen Rise will be retiring on Friday, Feb. 1, 2013 after 29 years of excellent service. He then announced that beginning on February 2, 2013 our building will be managed by AA (Association Advisors) and introduced their President, Bonnie Bertan, their Vice President for Operations and High Rise Building, Ramon Cuevas, and Pat Boyce, who will be our new on-site Manager. Mr. Kennedy then turned the meeting over to Vice-President Beth Morris, who read a summary of the steps taken to find and choose this company. (Report attached.) A motion was made and seconded to hire Association Advisors and the motion was passed.

We have a one year contract with a 90 day option-out for either party. AA will be sending a letter to all unit owners explaining what we can expect from them, and on February 9, 2013 there will be a "Meet and Greet" in the social room. They will be there to introduce themselves and answer any questions you may have. (Look for further details.)

One change has already been announced. AA will be taking over our finances from our present accountant, Horton Hickerson. Our monthly fees will go directly into a CCT account and two Board members will, as always, sign all checks.

2. Hurricane Report. Flooding that occurred on the first floor damaged carpeting, wallpaper and walls. They will be replaced/repared with monies received from Insurance and no money will be spent from our own funds. Eileen Rise and our agent have worked very closely to protect our assets and we have already received \$80,000 due to their efforts. Work is on-going and we expect the Social Room to be finished before the end of January. The flood claim is still open. We have also received \$14,000 in wind damage claims; however, our existing insurance company will not insure the loss of trees, fences, lighting posts, underground wiring and the like. We will have to absorb replacement of these assets and will inform you as we get more information. We were advised by an owner that the base flood elevation has been changed to 10'. This will apply to our first floor and we will review with our agent.
3. Continuing with insurance: All money that is issued must be used to replace that which was damaged/destroyed. We tried to put things back the way they were without spending any of our own money. There was disagreement with some of the unit owners about replacing the wallpaper in the hallways with the same paper. In response we will re-evaluate that paper. We hope to work on the lobby next year as that will be funded as an assessment if there is a vote authorizing the work.
4. Leaks. According to the by-laws all windows are the owner's responsibility. Because we have begun to experience new problems with leaks after the completion of our waterproofing work we are going back to the contractor who did the work to ask for help. He originally went around the entire building and inspected walls and windows. He then took out the old caulking and replaced it on windows where the owners had reported leaks. He came a second time at no charge when there were new problems. He is an expert in the field so will hopefully give us some direction.
5. Plumbing problems are a continuing concern and there are things that all of us can do to minimize them. 70% of plumbing bills are largely due to items being placed in the drain that do not belong there. The problem has been such that some pipes have had to be cut and replaced. Items include cooking oil, which should never be poured into the drain. Please be careful as misuse of the drains costs us all. Remind your contractors as well.
6. Plumbing problems have also been caused by unauthorized changes to the kitchen or bathroom lines. Any unit owner planning a renovation that includes plumbing and/or electrical changes must submit a proposal to both CCT and the Borough of Monmouth Beach Construction Department for approval and permits. No renovation may start without proper review and include:
  - A signed contractor form
  - Demo permit
  - Plumbing permit (Licensed plumber)
  - Electrical permit (Licensed electrician)
  - Contractor Certificate of Insurance
  - Letter from the Borough of Monmouth Beach stating that no permits are required if they so rule.

Permits will then be reviewed by the Board. Too often owners have not used licensed workmen or obtained permits, at times compromising the building and impacting other units.

The Board of Directors cannot change the Master Deed or By-Laws but they have the right to institute rules. Some decisions are not popular but we do try to do what is right for all the residents.

7. A 46" TV and DVD for use in the social room has arrived. Once the room is completed and the proper location chosen it will be installed. There will also be a new 46" TV in the cardio room. (Doug Raynor reviewed a copy of the rules for TV use which are attached.)
8. The Roof project will begin on March 18<sup>th</sup>. The work requires a large crane to both remove the old materials and lift the new. This crane will be housed in the east lot evenings until the project is completed. Remember that the \$775,000 cost of this new roof will be paid out of our reserves without the need for any assessment.
9. Finally, the President has learned more about this building than he ever wanted to know. He has worked closely with Eileen to ensure a smooth transfer to AA and has been very impressed with her records and documentation of programs. She has a list of projects to be accomplished during each season and these have already been communicated to the staff. In addition, two different inspectors were here over the past two weeks and the building has received an excellent rating for maintenance upkeep, safety and the overall condition of the building. The property received a very good rating.

#### **Committee Member Reports:**

Connie Gryczka announced that we have finally received our 3<sup>rd</sup> place yellow ribbon for our Halloween Scarecrow. She also announced that on February 1, 2013, the Personnel and Social Committees will be honoring Eileen. There will be light refreshments between 4:00 and 5:30 and all residents and staff are welcome. Information is posted in the elevators.

Barry Tesser and Doug Raynor reported on the progress of our emergency plan, and Brian McAndrew discussed the requirements should we obtain a defibrillator. The purchase of a defibrillator is easy, proper usage is more complicated. Anyone using the machine must have a current certification from the American Red Cross or American Heart Association. Mr. Kaller reminded us that the Red Cross was scheduled to meet with us on emergency preparation but cancelled due to the hurricane. He will have the meeting re-scheduled in the near future and ask them to cover both CPR and the use of the defibrillator. On the same topic, we were reminded that the front desk keeps a list of residents who need help in the event of an emergency. This is there for the use of the police, fire and EMT responders. Please ensure that you or anyone in your unit who needs such help is on that list.

A unit owner asked if we could incorporate our web-site with AA. Mr. Raynor replied that we have to determine if the systems are compatible.

Mike Canavan requested help with the bike room. Most bikes have not been used for the past year so if yours is one of them, please help ease the congestion and remove your bike.

A unit owner reminded the residents that board elections were coming up and asked for those interested to consider applying. There will be three board members whose terms will be expiring.

If you are having a problem with your neighbor and it cannot be resolved between you, request a meeting with the dispute committee through the management office. This committee is made up of unit owners and operates independent of the Board.

**A final reminder: If you have any problem please fill out the form provided at the front desk and return it to the office. You will get a response as soon as possible.**

Carol Ciambrone ended the meeting by thanking Bill Kennedy for his tireless efforts in bettering our community. The Board agreed as did the vast majority of the unit owners. It is a thankless job and he cares deeply about Channel Club Tower.

The meeting was adjourned at 10:00 PM.

Respectfully submitted,

Carol Ciambrone  
Secretary

## **CCT Social Room TV Rules**

### **I. Authorized Users**

Unit Owners and Tenants named on Rental Agreements only. One must be present at all times.

### **II. Viewing Hours –**

M-F	7PM - 11PM
S-S	1PM – 11PM

Exceptions: At times when the Social Room has been reserved for Unit Owner or Board functions.

### **III. TV Activation**

The TV remote must be signed out from the CCT Front Desk attendant. It will only be given to Authorized Users and the unit key must be provided as security. The Authorized User is fully responsible for the remote until it is returned and signed in at the Front Desk. The replacement cost of a lost or damaged remote is the responsibility of last individual who signed it out.

The remote may not be reserved.

The remote may not be passed from one resident to another during viewing. It must be signed in and out each time.

The Person signing out for the remote is required to leave his/her unit key at the front desk. The key will be returned when the remote is returned.

### **IV. TV Use**

- The Social Room may not be reserved for TV viewing.
- The TV programming on view is the preference of the resident who has signed out the remote.
- Special Events – The following special events take precedence over individual viewing – Super Bowl and Academy Awards.

## **STEPS THE BOARD TOOK IN MAKING THE DECISION TO:**

- 1. Hire a Management Company rather than an independent manager.**
- 2. Hire this particular Management Company, Associated Advisors.**

Over two years ago our Building Manager began to plan her retirement and the Board began to investigate replacement possibilities. Several Board members attended the annual Property Manager's Association meeting in North Jersey and returned with information on two companies they felt could give us good insight into their operations, and Carol and I were appointed to meet with them as "investigators". We made it clear to both that we were there to gather information, not to hire them, and that we had no idea, if we were to hire them, when that decision would be made.

We met for several hours with each and came away with a pretty good idea of what to look for and to look out for. We were very impressed with one (Association Advisors) and totally unimpressed with the other. We learned what a good management company would do for us and how (hopefully) to avoid the not-so-good ones. We also saw how much more a management company could provide to our building that a new manager could not. A new manager would struggle with simply learning the building, the employees and the residents. There would be a steep learning curve. Then there were the many upgrades to communication and finance that had been developed over the years that we were not using. We needed to learn how to integrate these developments into our office, both to improve the level of communication and streamline the paperwork. While a management company will recommend a dedicated full time manager they also supply that manager (and us) with a team of experts knowledgeable in finance, engineering, construction, and all those details that go into the management of a well-run building. And do so with no increase in our common charges.

Fast forward two years and it was now time to do some serious interviewing/investigation. Carol and I began to collect potential names of companies by asking for recommendations from managers of condo developments, CCT vendors who dealt with other condo associations, board members who had knowledge of other properties, and collecting brochures from several companies. Our minimum requirements were that they be New Jersey based, had high-rise management experience, and would retain our staff. All desk personnel, maintenance, and housekeeping personnel were advised that their jobs were secure immediately after Eileen announced her retirement and we began our search for her replacement.

We interviewed or considered 9 companies, eliminated 6, and sent three to the entire board for interviews. Each company came to our meeting room with their president and one or two other principles. Each made a presentation, and the Board followed up with an in-depth Q and A. At the completion of the three interviews (over two evenings) we reviewed their answers and came to an (almost) unanimous decision to hire Association Advisors. They have been in the property management business for 9 years, are based in Freehold and manage several local properties.