

**ATALAYA TOWERS HORIZONTAL OWNERS ASSOCIATION
ANNUAL HOMEOWNERS MEETING**

**November 14, 2020
2:00 p.m.**

CALL TO ORDER

Board President Nancy Conroy called the meeting to order at 2:00 p.m.

ATTENDANCE

Present from the Board: Nancy Conroy, President; Donald Martin, Vice President; Brian Teal, Secretary/Treasurer; Lynn Harmon, Director and Ann Parker, Director.

Present from Capital Vacations: Will Potter, Regional VP of Operations; Joe Trincheria, General Manager and Lori Pena, Administrator.

OPENING COMMENTS

Will Potter, Regional Vice President of Operations for Capital Vacations, welcomed the owners who participated in the Annual Meeting via WebEx. He asked that everyone keep their microphones muted during the presentation and to hold questions until the end of the meeting.

CERTIFICATION OF PROXIES

Mr. Potter reported there were 38 units represented by proxy. The quorum requirement is 31; therefore, this is a legal meeting and official business may be conducted.

PROOF OF NOTICE OF MEETING

Mr. Potter presented the Certification of Mailing which noted that the Notice of Meeting was mailed to all owners of record on October 16, 2020.

INTRODUCTIONS

Mrs. Conroy introduced herself, the other members of the Board and the Management staff.

APPROVAL OF MINUTES – NOVEMBER 9, 2019 ANNUAL MEETING

Mr. Potter stated that the 2019 Annual Meeting Minutes were sent out to all meeting participants via email along with the link to this meeting. He asked if there were any recommended revisions. None were heard.

A Motion was made by Nancy Conroy and seconded by Don Martin to approve the minutes of the November 9, 2019 Annual Meeting as presented. All were in favor and the Motion carried unanimously.
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REPORTS

President

Mrs. Conroy provided the President's Report noting that 2020 was a very challenging year due to the pandemic. She stated the resort staff and Management worked diligently to keep the common areas sanitized and safe for all owners and guests. Mrs. Conroy reported that the South stairwell project was completed. The work on the metal roof and the West side building project have begun, and Management is posting signage onsite alerting owners of which floors will be worked on and when. She explained this project was necessary because it is important to preserve the building exterior in the Southern coastal climate.

In closing, Mrs. Conroy reminder owners to visit the atalayahoa.com website, which is a great way for the

Board and Management to keep owners updated during hurricanes, storms, and COVID-19 restrictions.

Treasurer

Board Treasurer Brian Teal provided a financial report highlighting that there were additional expenses in 2020 due to the pandemic, such as signage and cleaning/sanitizing supplies. In response to a question posed by an owner prior to the meeting, Mr. Teal explained that the variance in Maintenance Expense was due to not having to use Contract Labor and the reclassification of some line items in this category. Another variance to note was the increase in General Insurance, due to the number of hurricanes in 2020. Mr. Teal stated that the Operating Assessment for 2021 would be \$1,128, \$2 more than 2020. The Reserve assessment will be back at \$500 per unit in 2021 and the elevator special assessment will be back at the \$250 per unit level in 2021.

Reserve Expenditures were on track to be \$144,000 in 2020 and the three major projects that contributed to this expenditure were stairwell painting, 50% of the cost of waterproofing the east side of the building and the installation of surge protectors to help with lightning strikes.

Mr. Potter reviewed the payment options available to owners.

MANAGEMENT REPORT

Resort General Manager Joe Trincheria provided the Management Report highlighting the following:

- Website came in handy when alerting owners about COVID-19 restrictions and other related information.
- K9 bedbug inspections were completed in May and October. The cost per unit was noted as \$20. Mr. Trincheria was happy to report no issues with bedbugs in 2020.
- Santee Cooper replaced all meter bases on property at no cost to the Association.
- Reminder that all contractors check-in with the Front Office prior to performing any work inside units. Also, the dumpsters onsite are not for contractors' use.
- Monica Sporer is a new Front Desk hire to replace Debbie when she retires. They are now working together towards a smooth transmission.
- Owners of units 7-10, 17-20, 27-30, 37-40, 47-50 and 57-60 will be asked to exchange their mailbox keys with the Front Office; the new boxes are now in place.
- Extra steps were taken to insulate the roof of the elevator building to prevent future water intrusion.

OLD BUSINESS

There was no Old Business to come before the Board.

NEW BUSINESS

Mrs. Conroy reminded owners to respond to the list of annual services provided by Management for items such as K9 bed bug inspections, AC tune up and patio door services.

Election of Directors

Mr. Potter stated the terms of Nancy Conroy, Lynn Harmon and Brian Teal will expire at this meeting and all three had agreed to serve if re-elected. Owner Steve Kitchen also placed his name for nomination to the Board. Mr. Potter announced that the three incumbent Board members, Nancy Conroy, Lynn Harmon and Brian Teal had been reelected to serve another term on the Board.

ADJOURNMENT

There being no further business to come before the Board, a Motion to adjourn was requested.

A Motion was made by Brian Teal and seconded by Lynn Harmon to adjourn the meeting at 2:23 p.m. All were in favor, and the Motion carried unanimously.