

**Highlands at Ocean Point Condominium Association  
Board of Trustees Actions Between Board Meetings  
June 5 through September 08, 2015**

**ACTIONS ON OWNER REQUESTS**

1. **Approved unit owner request to install an exterior spigot, 2914.** (email)
  - 6/4/15: Owner 2914 emails Trustees to request to install an exterior spigot on building 29. Owner advised by her plumber that he can tap off 2914 input water pipe, above 2914 hot water heater, and run piping to new spigot location outside 2912 front door.
  - 6/8-11: With 4 votes in the affirmative and one abstention, the installation is approved.
  - 6/13-15: Three Trustee votes approve notice to owner of installation approval.
  
2. **Approved owner request to waive dog neutering requirement, 409.** (email)
  - 6/16/15: Owner 409 emails Trustees to request waiver of neutering requirement for bulldog Opie for medical reasons.
  - 6/16-21: With 4 votes in the affirmative; the request to waive the requirement is approved.
  
3. **Approved proposed approach to addressing an owner request to remedy wall rot so that new sliders can be installed, 414.** (email)
  - 8/11/15: Owner emails Trustees to request Board assistance repairing rotted siding on the deck wall on 414, repeatedly reported and inadequately repaired, which recently caused the owner's vendor to refuse to install new sliders.
  - 8/13/15: Trustee L. Pitts proposes a 7-point plan:
    1. move forward with remedying this problem;
    2. not use Roberts Roofing any more on this project, and discuss at a Trustee meeting whether to use this contractor for other simpler roofing jobs in the future;
    3. instruct Donna to move forward with all speed to obtain at least two quotes, three if possible, to replace all rotten wood, below and above the sliders, replace particle board with plywood, put in ice paper and reshingle;
    4. Donna will treat this as a priority, acquire chase up the estimates and get them to Trustees as soon as she receives each one and keeps Trustees informed as to how many we can expect;
    5. take a vote on the proposals by email if it is before September 8 so the work can begin as soon as possible;
    6. review the history of building 4 at September 8 meeting and make a decision on the rest of the back wall; and,
    7. the Treasurer will be ready to let Trustees know what funds are available to pay for this and if we will need to vote on using reserve funds.
  - 8/13/15: With 4 affirmative votes, the plan is endorsed. The issue will be addressed at the next Board meeting; in the meantime, bids will be solicited.

**COMPLAINTS**

4. **No action taken on report of birdfeeder in use.** (email)
  - 6/10/15: Property Manager notifies Board of birdfeeder observed at building 29.
  - 6/10-15: Board votes (4 to 1) to follow guidelines in Rules and Regulations by taking action only upon receipt of a written and signed letter of complaint. No such letter having been received, no action was taken.
  
5. **Property Manager asked to follow up on report of leaking car.** (email)
  - 6/10/15: Property Manager notifies Board of leaking car at building 24.
  - 6/10-15: Board votes unanimously to contact car owner to give owner a chance to correct leak; and, if not resolved within a week, to send them official notice of the impending fine. Property Manager is asked to follow through.

## MAINTENANCE AND SPECIAL MEETINGS CONVENED

### 6. Convened special Board meeting 7/8/15, to resolve some outstanding issues before the current Board turns over.

- 6/23/15: D. Crone notifies Trustees of contractor B. Wilcox's advice regarding building 4's wall. (email)
- 6/23-25: Trustees discuss by email whether to accept Wilcox's advice (remove all shingles and re-sheath, re-flash and re-shingle the entire north side of building 4), or just repair soft spots. Email discussion includes requests for more information and summary of what has been done on other buildings.
- 6/25-29: Trustee P. Claughton moves to make repairs (6/25). Two Trustees express support, one with an affirmative vote and one through comments. One requests more specific on the motion (6/29). (email)
- 7/6-8: Trustee L. Pitts requests a face-to-face meeting to make a decision on this and other outstanding issues (7/6). Agenda to include: (a) building 4 repairs; (b) whether the spigot at unit 2913/2914 is a common area and facility or whether it is the property and responsibility of a single unit owner; and (c) building 4 security measures. Meeting is set for 9 am on July 8. (7/6) In response to an email and request from D. Crone (6/7), a 4th item is added to the agenda: (d) whether the Owners' Association will replace an owner's plant pulled by the landscaper during weeding. (email)
- Decisions made at meeting (see 7/8/15 minutes for complete record):
- to install keypad locks for all 3 common doors in building 4
  - to patch soft spots on the north-facing wall on building 4
  - owner-installed spigots will be considered the property and responsibility of the unit owners (see full text of decision and policy in 7/8/15 minutes)
  - that the Owners' Association will not replace owner plantings uprooted during weeding.

## APPROVALS OF ASSOCIATION CORRESPONDENCE AND MINUTES (dates are for the record and Board reference)

### 7. Documents Approved:

- minutes of May 28 Board of Trustees meeting (minutes sent 6/2, email; approved at 6/4 Board meeting)
- record of trustee actions outside of meetings from March - June, 2015 (document sent 6/2, email; approved at 6/4 Board meeting)
- response to new owner inquiry, 401 (response sent and approved 6/4/15; response sent to owner, 6/4/15; email)
- notification to 2914 owner of spigot approval (notification sent and approved 6/15/15, response sent to owner 6/16/15; email)
- email to building 4 owners re security meeting (notice sent and approved 6/7/15, notice sent to owners 6/7/15; email)
- email to all owners regarding how to request invoice for special assessment (notice sent and approved 6/7/15, notice sent to owners 6/7/15; email)
- email to all owners re annual meeting and Board vacancies (notice sent 6/8; approved 6/8-13/15; notice sent to owners 6/15/15; email)
- minutes of June 4 Board of Trustees meeting (minutes sent 6/10; approved 6/13-16/15; email)
- first response to unit owner 2913 regarding use of existing spigot (unit owner 1st email received, 6/7; follow-up email from owner received, 6/15; draft response sent and approved, 6/16; response sent to owner 6/16/15; email)
- summer newsletter approved for distribution (newsletter sent 6/19; approved and distributed 6/21/15; email)
- second response to unit owner 2913 regarding use of existing spigot (unit owner replied to 6/16 correspondence; 6/21, draft response sent; 6/21-22, response approved; response sent to owner 6/22; email)
- minutes of June 25 meeting with building 4 owners regarding building security (minutes sent 7/8; approved 7/8-16; email)
- minutes of July 8 Board of Trustees meeting (minutes sent 7/8; approved 7/16/15; email)
- correspondence with unit owners regarding final resolution of existing spigot (2913, 2914, 2912) (board vote taken, 7/8/15; draft letter sent, 7/12/15, approved, 7/12/15; notice sent to owners 7/26/15; email)
- notice to all owners of annual meeting with proxy form (draft response sent and approved 7/21/15; notice sent 7/26/15; email)
- minutes of July 27 Annual Owners Meeting Minutes (minutes sent 8/6/16; approved 8/6-11/15; email)
- minutes of July 27 Board of Trustees meeting (minutes sent 8/6/16; approved 8/6-10/15/15; email)