

**Highlands at Ocean Point Condominium Association
Trustee Actions Between Regular Meetings
March 2 through June 2, 2015**

FINANCIAL ACTIONS

1. Levied a special assessment to cover unforeseen expenses caused by winter damage.

- 4/21/15: Following 4/20/15 OPMT Board meeting, HOP Chair Cash forwards to Trustees email from OPMT treasurer notifying HOP of additional \$6,250 due to repair boardwalks and one tennis court due to winter damage.
- 4/21-26/15: Trustees discuss and decide to meet on Sunday, 4/26/15, at 6:30 p.m. in the clubhouse, at which time, Trustees hear significant input from owners. No action is taken in the meeting.
- 4/27/15: Following the meeting, moved (Jones) and seconded (Claughton), that we levy a special assessment limited to unforeseen expenses related to the severe winter only, in the amount of \$22,250. This is to cover (1) The Highlands' additional obligation of \$6,246 to OPMT to repair the three boardwalks and one of the tennis courts; (2) the Highlands' \$11,000 snowplowing expense overage; and (3) the estimated approximately \$5,000 in sidewalk repairs due to significant damage from frost heaves. (email)
- 4/27-28/15: Votes in the affirmative: Cash, Zabriskie, Jones, Claughton, Pitts. (email)

Result: Motion passed; a special assessment of \$22,250 will be levied.

2. Authorized withdrawals from the reserves account as needed to cover 2015 special projects and maintenance, up to \$10,000. (email)

- 4/27/15: Moved (Jones) and seconded (Cash), that we authorize withdrawals from the reserves account as needed to cover 2015 special projects and maintenance, up to \$10,000.
- 4/27-28/15: Votes in the affirmative: Cash, Zabriskie, Jones, Pitts. Negative votes: none. Abstentions: Claughton.

Result: Motion passed; up to \$10,000 may be withdrawn from reserves as needed for special projects and maintenance without additional vote.

ACTIONS ON BIDS

3. Accepted bid to replace all rotten wood on building 24 and paint the rest. (email)

- 4/27/15: Moved (Jones) and seconded (Claughton) that we accept Kevin Creed's bid for \$14,400 to replace all rotten wood on building 24 with Azek, and to sand, caulk, prime and paint all remaining wood.
- 4/27-28/15: Votes in the affirmative: Cash, Zabriskie, Jones, Claughton, Pitts.

Result: Motion passed; Creed's bid is accepted for the work on building 24.

4. Accepted bid for repairs to exterior wall on deck of 414, and request an assessment/evaluation of the rest of the wall. (email)

- 4/27/15: Moved (Jones) and seconded (Claughton), that we accept Wilcox's January 8 bid to do repairs to exterior wall on deck of 414, and ask him to conduct, while on the property, a complete assessment/evaluation of any soft spots, leaks, flashing problems, on building 4's ocean-facing exterior wall, including the wall over the bedroom windows in unit 409, including shingle removal for visual inspection. The motion includes the additional

proposal that we have Earle open up the areas ahead of time, to save Wilcox time and therefore, to save us a little on the cost.

4/27-28/15: Votes in the affirmative: Cash, Jones, Claughton, Pitts. Negative votes: Zabriskie.

Result: Motion passed; Wilcox's bid is accepted for the work on building 4, and he will be asked to assess the entire wall for issues and leaks. Earle will remove the shingles from unit 409 bedroom windows in time for Wilcox to inspect flashing.

5. Decided to request bids for repairing any exterior issues and repair any leaks that are determined to be the Association's responsibility in the spring of 2015. (email)

4/27/15: Moved (Jones) and seconded (Claughton), that we request bids from several contractors, including Wilcox, for repairing any exterior issues, leaks, soft spots, etc. identified in Wilcox's assessment; and repair any additional leaks that are determined to be the Association's responsibility in the spring of 2015, drawing on reserves if necessary.

4/27-28/15: Votes in the affirmative: Cash, Zabriskie, Jones, Claughton, Pitts.

Result: Motion passed; multiple bids will be solicited for repairs to building 4 wall, and repairs will be made in spring of 2015.

6. Accepted bid to clean dryer vents. (email)

4/27/15: Moved (Jones) and seconded (Claughton), that we accept Dryer Vent Wizard's bid for \$4,899 or \$69 per vent to clean 71 vents.

4/27-28/15: Votes in the affirmative: Cash, Zabriskie, Jones, Claughton, Pitts.

Result: Motion passed; Dryer Vent Wizard's bid is accepted.

7. Accepted bid to repair building 4 sidewalk and driveway. (email)

5/15/15: Maintenance Coordinator forwards to Trustees a bid from New England Sealcoating for \$2,389 to resurface the sidewalk in front of building 4. On the request of Trustee Jones, Coordinator sends a second bid from Plymouth County Paving.

5/15-16/15: Cash, Claughton, and Jones vote to accept N E Sealcoating's bid. No negative votes received.

[Secretary's note on bids: The Plymouth County Paving bid (\$4,750) bid seems to be describing removal and replacement of the entire sidewalk area, but it's not clear that the damaged entrance to the parking lot is included. The N E Sealcoating bid (\$2,389) is for repair and patching, not replacement, but it seems to include the damaged entrance to the parking lot.]

Result: New England Sealcoating's bid is accepted.

ACTIONS ON OWNER REQUESTS

8. Approved unit owner request to install an awning, 3007. (email)

3/17/15: Maintenance Coordinator notifies Trustees of a request to install an awning on unit 3007. The owner has contacted the awning company and if approved would use the same fabric as used on unit 3004.

3/18-19/15: In response to Trustee questions, Maintenance Coordinator clarifies that the awning will be approximately 14' by 8', the color is neutral, and that there have been no building problems with awnings any of the five awnings installed by Evans Corp. on building 24.

3/19-23/15: All 5 trustees vote in favor of approving the awning.

Result: Awning is approved for 3007.

9. Approved unit owner request for exception to pet policy, 2406. (email)

- 4/28/15: Unit owner requests an exception to the pet neutering requirement, in consideration that the dog is a show dog who occasionally gets stud requests.
- 4/28/15: Moved (Jones) that Deborah Tannehill's request for an exception to the neutering requirement for her male whippet, Sienna, in unit 2406, be granted.
- 4/28/15: Pitts, Cash and Zabriskie vote in favor of granting the exception.

Result: Motion passed; the whippet Sienna is exempted from the neutering requirement.

10. Approved unit owner request to install awning, 2914. (email)

- 4/28/15: Maintenance Coordinator notifies Trustees of a request to install a motorized awning on unit 2914. Owner's email confirms that the company is Evans and the color is the same as that others have used.
- 4/28/15: Cash, Pitts, Jones and Zabriskie vote in the affirmative. No negative votes received.

Result: Awning is approved for 2914.

11. Restored unit owner access to an outside spigot, 2912. (email)

- 5/10/15: Unit owner requests board assistance in resolving a dispute with a neighbor over access to an outdoor spigot on building 29.
- 5/10-15/15: Trustees discuss and research the issue.
- 5/11/15: Moved (Jones) and seconded (Claughton), that the Board instruct Earle to immediately replace the faucet handles to restore the Unit Owners' access to the outside water spigot pending a meeting between the owners involved in the dispute and the board, for the purpose of determining long-term resolution of the issue.
- 5/13/15: Jones, Claughton and Zabriskie vote in favor of the motion.
- 5/14/15: Chair questions and calls for another vote on the validity of the 5/13 vote.
- 5/14/15: Two votes that the 5/13 vote stands (Jones and Claughton); one vote that it does not stand (Cash).
- 5/15/15: Chair confirms that since there are insufficient votes to overturn it, the vote has been taken and recorded, and he closes the discussion.

Result: Motion passed. Earle will replace the faucet handles to restore the Unit Owners' access to the outside water spigot pending a meeting between the owners involved in the dispute and the board, for the purpose of determining long-term resolution of the issue. (This is an interim decision, until a meeting can be scheduled with all parties and all parties have an opportunity to present any additional information that may be relevant.)

12. Approved owner request to replace awning, 2403. (email)

- 5/26/15: Unit owner requests to replace an awning on unit 2403, using the same material as 3007 and others have used from Evans Awnings.
- 5/26-27/15: All 5 trustees vote in favor of approving the awning.

Result: Awning replacement is approved for 2403.

13. Approved owner request to add another air conditioner, 2406. (email)

- 5/26/15: Maintenance Coordinator notifies Trustees of owner request to install another air conditioner in unit 2406, for the front bedroom. Compressor will be outside, perpendicular to the other 3, against the building and not under any other owner's window.
- 5/26-27/15: All 5 trustees vote in favor of approving the air conditioner.

Result: Additional air conditioner is approved for 2406.

SPECIAL MEETINGS CONVENED

(between the regularly scheduled March and June board meetings)

*In deference to Unit Owner privacy, minutes of asterisked meetings are in the Association record, but are not posted to the web or distributed to other owners.

14. *Convened special Board meeting 3/23/15, closed, to hear unit owner's response to a violation letter, resulting in rescinding of the violation notice.

3/23/15: Trustees heard a Unit Owner's appeal of a violation and unanimously voted to rescind the violation notice on the basis of new information received. Owner to be notified by letter. (Subsequent letter unanimously approved by email, 3/23-24.)

Also at the 3/23/15 meeting, Trustees discussed a motion made by Zabriskie by email on 3/20/15, seconded, to notify a unit owner of a vehicle violation and potential fine. No action taken on the motion.

15. *Convened special Board meeting 4/8/15, closed, to discuss recurring rules violations with owner and seek a permanent solution. (Meeting initiated in person at 3/23/15 closed meeting; subsequent letter unanimously approved by email, 3/23-24.)

4/8/15: Trustees met with a Unit Owner to discuss certain recurring violations.

Result: Mutual understanding is reached between Board and owner, with owner agreement to abide by the association rules. No action taken.

16. Convened special Board meeting, 4/26/15 open, to discuss how to pay for unanticipated costs due to winter damage and other nonbudgeted costs. (email)

4/21/15: Following OPMT Board meeting, HOP Chair Cash forwards to Trustees OPMT treasurers' email notifying HOP of additional \$6,250 due to repair boardwalks and one tennis court due to winter damage.

4/21-24/15: Trustees discuss issue by email and decide to meet on Sunday, 4/26/15, at 6:30 p.m. in the clubhouse. Secretary is asked to notify unit owners.

4/24/15: Notice of meeting emailed to all unit owners with email addresses on record.

17. Convened special Board meeting 5/28/15 at unit owner's request to discuss building 29 water spigot.

5/20 & 24/15: Unit owner emails Board Chair, requesting to meet. 5/26/15: Chair forwards meeting request to Trustees. 5/26-27/15: Meeting is set for Thursday, May 28, at 9:00 a.m. No action was taken at the meeting.

APPROVALS OF ASSOCIATION CORRESPONDENCE AND MINUTES AND RELATED COSTS

18. Approved notice to unit owner that furnace must be replaced within two weeks to avoid fines. (email)

In 3/2/15 executive session, Board directs Secretary to draft letter. Draft sent to Trustees: 3/7/15. Approved: 3/7-8/15 (Cash, Claughton, Jones and Pitts); Zabriskie 3/9/15. Sent: 3/8/15. With 4 affirmative votes in by 3/8/15, letter is sent to unit owner and Lorell Management on 3/8/15.

19. Approved notice to unit owner of violation of prohibition against feeding birds and potential fine. (email)

Highlands at Ocean Point Trustee Actions Between Meetings, March 2 - June 4, 2015

Approved, June 4, 2015

In 3/2/15 meeting, Board directs Secretary to draft letter. Draft sent to Trustees: 3/20/15. Approved: 3/20/15 (all 5 Trustees). Sent: 3/24/15, to unit owner and Lorell Management.

- 20. Approved notice to unit owner of vehicle violation and potential fine.** (email)
In 3/2/15 executive session, Board directs Secretary to draft letter in reference to permanently disabled car parked at building 25. Draft sent to Trustees: 3/20/15. Approved: 3/20/15 (all 5 Trustees). Sent: 3/24/15, to unit owner and Lorell Management.
- 21. Approved minutes of March 2nd Board of Trustees meeting and March 2nd Board executive session.** (email)
Minutes of open meeting and executive session sent to Trustees: 3/6/15. Approved: 3/6-7 (Cash, Zabriskie and Pitts). Posted and distributed: With a majority of affirmative votes in, open minutes are posted and distributed to unit owners 3/9/15. Minutes of executive session are added to the record, but not posted to the website.
- 22. Authorized edit to previously approved record of trustee actions outside of meetings from December 5, 2014 through March 2, 2015.** (in person)
In a 3/9/15 email, a Unit Owner objects to inclusion of potentially identifying information in record of trustee actions outside of meetings. At a closed face to face meeting on 3/23/15, all 5 Trustees vote to approve Secretary's request to revise previously approved record of trustee actions outside of meetings from December 5, 2014 through March 2, 2015, to remove certain potentially identifying information in consideration of unit owner privacy.
- 23. Approved reminder to Highlands owners and tenants of the pet policy.** (email and in person)
In 3/2/15 meeting, Board directs Secretary to draft letter. Draft sent to Trustees: 3/20/15. Trustees discuss and edit letter: 3/20-23/15 (email) Approved: 4/8/15. All 5 trustees unanimously approve letter with revisions incorporated at a face to face meeting on 4/8/15. At the Chair's request, the revised letter is resent to all Trustees on 4/11/15.
- 24. Approved expenditure to have Lorell Management mail out the pet policy letter.** (email)
In 4/9/15 email, Secretary requests authorization for approximately \$130 to have Lorell Management mail out the pet policy letter to Highlands owners and other residents. Expenditure approved: 4/9/15; unanimous. Letter sent to Lorell Management for distribution: 4/13/15.
Letter mailed by Lorell to updated owners and tenants list: 4/27/15.
- 25. Approved spring newsletter for distribution.** (email)
Draft sent to Trustees: 4/4/15. Approved: 4/4/15; unanimous. Distributed: 4/6/15; newsletter emailed to Highlands owners and residents with email addresses are on record, and posted to the Highlands website Owners Page.
- 26. Approved minutes of April 8 special meeting.** (email)
Minutes of special, closed meeting sent by Secretary to the other 2 Trustees present at the meeting for their review (Cash and Zabriskie): 4/29/15. Approved by both Trustees present at the 4/8 meeting: 4/29/15. Because this was a closed meeting, the minutes will be added to the record, but not posted to the website.
- 27. Approved minutes of April 26 special meeting** (email)
Minutes sent to Trustees: 4/29/15. Approved: 4/29-30/15; unanimous. Posted and distributed: 5/1/15.