

Highlands at Ocean Point Condominium Association
Board of Trustees Meeting
February 28, 2017
Unit 2910

Attendance: Lesley Pitts (Chair), Pam Claughton (Minutes), Gary Gersten (Treasurer), Emily Gallup. **Absent:** Helen Jones (Secretary)

Also attending: Property management team from Baldwin Realty Group: Tony Baldwin, Shannon Swift and Natalie Brown.

Summary of Board Actions Taken in the Meeting:

The Board voted to:

- Confirm its January 23, 2017 vote to replace HUB International with the Hilb Group as our sole insurance broker.
- Donate to the town two permanent utility easements and one temporary land easement for the Taylor Ave. project.
- Continue to retain Marcus, Errico, Emmer, Brooks as legal counsel for the Association.

Treasurer's report

Gary went through the summary and is going to send an attachment with the details for the Year to Date (YTD).

Because of the time of year, we've just paid a lot of big bills and do not have the usual flow of cash. Because of this, we have held back reserve payments for the first two months as we pay these big bills. We will catch up as the year goes on.

Update on Insurance Claims

Buildings 24, 29, and 30.

It is moving along. Work is almost finished on unit 3006. As soon as we receive their final bills, Gary can submit them so Arbella can process and release the funds. The timing on this depends on when we receive the bills from the owner and how long Arbella takes to process them.

Building 4

Mold report results are in and were better than expected. The mold issue was concentrated in the basement storage unit and back of Unit 2912 kitchen sink wall. We will be discussing in executive session the best way to handle removal of the mold.

The tile work is almost finished, except for the grouting. This is because Unit 2912 items that were in the unit are in the hall and in the way. Those items need to be restored, i.e. treated to remove mold spores that may be on them, so that they will not cross contaminate the treatment room. Then we will treat the air and lastly, Earle can finish the tiles. Bids are coming in for the storage room mold removal and restoration-

Earle can finish closing the wall in unit 414 when the plumber is done. The owners are responsible for this cost as well as the plumbing cost.

Building 25

This work is moving along. Marilyn Rabin has settled on a contractor and they are handling dealing with the insurance company.

Insurance

It's important that we close the claims out as soon as possible as this will help our position when we seek to renew or solicit other insurance bids.

In the last meeting, the board voted to change insurance brokers and go to Matthew Sweet. We have since heard from John Piazza, our broker with Hub International, and they asked us to reconsider that decision. **We revisited that discussion and decided to stay with our decision to change brokers.**

We came to this decision because we were not happy with the huge increase in our insurance premium this year and when meeting with Matthew Sweet, we liked his approach and strategy to solicit bids from additional insurers who work with oceanside condo complexes like ours.

Matthew was referred to us by Gary Libman, who lives at the Dunes. Matthew has done a good job for the Dunes and they are happy with his services. By taking over now as broker of record, Matthew will work with us to help us position ourselves to be more attractive to potential insurance companies.

Maintenance report, big projects

#1, Building 25 roof. Shannon has already met with three contractors and is close to getting written bids and will be getting a fourth one as well.

#2, Yankee sprinklers—Antifreeze replacement.

Three big tubs of antifreeze will be delivered within a week. We will be putting them in the visitor parking spot on the building 25 side by the mailboxes.

New Business

a) **Discussion on new plantings with Egan.** What does Egan need from us, what's the plan? We want to increase our curb appeal with more plantings/flowers. Tony is to walk around with Gary Egan and discuss new plantings. The goal is for a more consistent look.

b) **Spring cleanup**-- a community event. When should we do this? Tony suggested around Earth Day, which is April 20. It will be a general cleanup—walking the property, and picking up trash. Emily is going to ask for volunteers. Gary suggested checking with the activities committee to see about coordinating with the Dunes for cleanups there and at the beach.

c) **Boundary marking for the property that is next to building 29 that is for sale.** The realtor has been informed that the stone tower and most of the backyard belongs to HOP. We agreed that we don't need a surveyor to put out markings. We also agreed that Egan should start mowing there. Nancy Carini mentioned that she often sees the owners mowing the back yard that is actually our property and parking cars on it in the summer. Gary suggested that when the new neighbors move in we should talk to them to welcome them and also to give a heads up about the boundary.

Underdecking

Letters were sent to all homeowners about under-decking that needed to be addressed and some have been removed. Bill Nolan wants BRG to come look at his. Barry Brodil was worried about the unit over his garage but it's a rubber barrier which is part of the roof, not an open-air deck. Earle will address in the spring. Deborah Tannehill had a similar question, but hers is not an underdeck but is an actual living space. Only one, Nolan's, needs reviewing right now.

Since the last meeting.

a) The cleaning company

We are still not thrilled with the quality of their service. Lesley said that the areas where hands touch are not being cleaned. They need to be cleaned with a wet dust/cloth. We agreed that BRG will talk to them and tell them we are looking for a wet cloth wipe of the areas that are touched by hands such as railings. If necessary we will get a new quote if there is an additional charge for this.

b.) Roof leaks in building 25

Earle has been on it and there are temporary fixes in place. (See observer comments).

c.) Pest control.

There have been multiple reports of mice. A pest control service would take care of mice and ants but would run us about \$200 a month. We don't have the money to do that in 2017, but we will revisit again in 2018.

Lesley reviewed contracts of Egan for both snow plowing and landscaping. We noticed that plantings were not spelled out in the landscaping Egan contract and that was something that we were looking for. Tony is going to talk to Egan and have that added into the contract.

For planning purposes Tony is going to get a report to Shannon so that she can set priorities for upcoming projects that need to be attended to so that they can be proactive versus reactive. Going forward instead of a monthly maintenance report, Shannon and Natalie will send a weekly update on Friday as to where we are with ongoing projects.

The Taylor Avenue project

The town is looking for a donation of two permanent utility easements and one temporary land easement that will be restored after construction of the sidewalk is completed. This does not require much from us. The utility poles are on their land and they just want access to our airspace that is near it. **We voted to agree to this and to give Lesley authority to sign on our behalf.**

Interestingly, in reviewing the project plans, we saw that there is a large parcel of land next to the wastewater treatment plant that we may own. We are assuming this is our land at this point as it is fenced with the same fencing as one of the permanent utility easements is on this land. Tony thinks it is probably unbuildable, but we may want to have an attorney do a title search to see if we actually own this land.

Decision to retain Marcus, Errico, Emmer & Brooks as our legal representatives.

We received a letter from Dave Rogers that he is leaving the practice and since he is our attorney of record we needed to decide whether we wish to stay with MEEB, or if we wished to follow Dave to his new practice. Since we mostly deal with Pat Brady, and have been very happy with him, **we voted to stay.**

Questions from observers.

Nancy Carini asked about getting the maintenance log uploaded to the site. Shannon explained that she actually had a meeting with Helen set today that needed to be rescheduled. She needs to sit with Helen to go over the formatting as there are some issues that need to be fixed before the maintenance log can be posted. Nancy also mentioned that she needs her hallway heater fixed and that she had logged it into the maintenance report. Shannon said that she did remember seeing that and thought that she passed it along to Earle. She will follow up with Earle tomorrow to make sure that he goes to look at it.

Joanna Zarkadas was concerned about where the antifreeze will be placed. She hated to see building 25 and 29 lose another parking spot in case we have snow. Tony explained that they

carefully chose the one spot near building 25 and the mailboxes so that it was central to the work they were performing and in case there is snow the workers would still be able to access the antifreeze.

Patt Steiner, who lives in unit 2513—one of the units that had a roof leak, said that she spoke with the roofers and they said that water may be driven in by the wind through the vents and wanted to make sure that the contractors are aware of that and take into consideration when they do the repair.

Patt also asked about the current shortfall in the budget. Gary explained that at this time of year we had a lot of big bills that came in that needed to be paid, which affected our cash flow. We are a little bit behind on the reserve payments for this year. We paid bills instead of making those payments in January and February but we will pay extra in the coming months as more funds come in until we are caught up. He did say though, that due to other unexpected expenses, we will have come up with a way to meet the shortfall and we would be discussing those options in executive session.

Our next meeting will be April 24 and Emily agreed to prepare the notices to residents and the Agenda as Lesley will not be back until the 20th.

Respectfully submitted, Pam Claughton, March 3, 2017

Approved, Lesley Pitts, Chair, March 4, 2017