

**Highlands at Ocean Point Condominium Association
Trustee Actions Between in Person Meetings
December 5, 2014 through March 2, 2015**

Trustee Actions by Email:

1. Replace sprinkler backup preventer building 29 with the better rated one of 2 options on advice of contractor.

1/10/2015: Maintenance Coordinator forwards notice from Janice Mahoney, owner of Fire Sprinkler Specialists, Inc., of need to replace sprinkler system backup preventer, advising Wilkins 375 for \$3,850 vs. Ames 4000 at \$2,583.

10/10/14: All 5 trustees unanimously voted to replace it with the Wilkins.

Result: Better product was unanimously selected. Backup preventer was replaced Jan. 15.

2. Notify unit owner of vehicle violations and pending fine.

1/7/15: On receipt of complaint of a unit with 2 vehicle violations, lack of current inspection stickers and leaking fluid, chair requests secretary to draft violation notice letter.

1/8-13: Trustees discuss penalty, and determine that if violations continue after 14 days, a fine of \$100 per week will be imposed.

1/13/15: Secretary sends violation notice letter for Trustee review.

1/13/15: All 5 trustees unanimously approve the letter; letter is sent to unit owner and Lorell Management.

Result: Letter and penalty are approved; owner has been notified of violation and impending fine.

3. Approve unit owner request to have until Jan. 30 to correct vehicle violations.

1/26/15: Unit owner emails trustees to request Date of first fine imposed will be Saturday, Jan. 31.

Unit Owner with vehicle violations reports cleaning of asphalt to remove steering fluid has been done once and will be done again to make sure it is gone, and includes a copy of the registration for the Durango to validate that it is registered and insured. Owner states that flat tire on Lexus will be replaced with spare in time to move it for snow plowing. Owner requests until Jan. 30 to get inspection stickers for both vehicles due to the impending storm affecting the work which was scheduled to be done by their mechanic. The owner states that their plan is to have all of the violations remedied by Friday, 1/30.

1/26/15: All 5 trustees unanimously voted to give the owner until Friday Jan. 30 to remedy all violations and not impose a fee until Sat. Jan. 31.

Result: Provided all violations are remedied by Friday Jan. 30, no fine will be imposed. Any violations remaining on Saturday Jan. 31 will result in a fine being imposed.

4. Winter newsletter approved for distribution.

1/13/15: Secretary sends winter HOP newsletter to Trustees for review.

1/13/15: All 5 trustees unanimously approve newsletter.

1/13/15: Newsletter is emailed to Highlands owners and residents with email addresses are on record, and sent for posting to the web.

1/31/15: Newsletter is posted to the Highlands website Owners Page.

Result: Newsletter is approved, posted, and distributed to all units except the 21 for whom we do not have email addresses.

5. **Waiver of late fees.**

1/13/15: Lorell Management forwards to Maintenance Coordinator a request to waive a unit owner's late fees due to health and prior history of prompt payment. Maintenance Coordinator forwards request to Trustees.

1/13/15: All 5 trustees unanimously approve waiving of late fees, provided account is brought up to date.

Result: Current late fees will be waived if payment of condo fees is up to date.

6. **RFP approved for work to solicit bids to either replace with Azek or paint the wood trim on building 24 and 30.**

12/3/14: Board assigns drafting of RFP to Secretary Jones, with assistance from Trustee Zabriskie and Maintenance Coordinator Crone.

1/14/14: Secretary sends Trustees a draft of an RFP to review.

1/14-16: Trustees unanimously approve RFP (Jones and Zabriskie, 1/14; Claughton and Cash, 1/15; Pitts, 1/16)

Result: RFP approved; sent to Maintenance Coordinator for distribution January 16.

7. **Pet approval**

11/15/15: Maintenance Coordinator forwards pet approval request for Sienna, a whippet who will be living in 2406 when her owner returns, from July to September.

1/18/15: Jones moves to conditionally approve Sienna, pending receipt of current rabies certificate and Plymouth license tag number.

1/18/15: All 5 trustees unanimously vote in favor of the motion.

Result: Sienna is conditionally approved, pending receipt of her Plymouth license number and a copy of her current rabies certificate.

8. **Approve bid to repair flashing to correct leak unit 414.**

1/14/15: Maintenance Coordinator summarizes 3 bids received to repair defective and improperly installed flashing to correct leaking sliders unit 414.

1/15/15: Cash inquires whether we are confident Wilcox's solution will solve the problem. Jones expresses confidence in Wilcox's plan and the quality of their work, but reminds trustees that none of the quotes received addresses the overall assessment of the

building, which will now need to wait until spring. However, unit 414 will need to get closed up for the winter, and perhaps should be fixed before closing it back up.

1/15/15: Pitts and Claughton vote to accept Wilcox's bid for repairs to 414.

1/20/15: Zabriskie votes to temporarily close up 414 walls for the winter and hold off on the repair to 414 until the entire building is assessed and any repairs needed done at the same time. Zabriskie also stated that he believes that the leaking slider and windows in unit 409 (Hubers) should be assessed in the spring by removing shingles and seeing what the underneath wall and flashing look like; Jones agrees.

1/20/15: Claughton agrees with Zabriskie's proposal.

1/20/15: Trustee Jones (owner of unit 414) moved the following:

“That the repair of the flashing on unit 414 be deferred until the spring of 2015, provided that: 1) the repair is conducted by Wilcox Aluminum, as described in their proposal, in the spring; 2) a complete assessment/evaluation of building 4's ocean-facing exterior wall is conducted, by Wilcox, in the spring (leaks, soft spots, flashing, bulging section); 3) Wilcox's assessment includes evaluation of any other leaks reported by any unit in building 4, including shingle removal for visual inspection; 4) the Board request a bid from Wilcox (and other contractors if the Board wishes) for repairing any exterior issues, leaks, soft spots, etc. identified in the assessment; and, 5) any additional leaks determined to be the Association's responsibility are either repaired in the spring of 2015 at the time 414 is repaired, or, if funds are insufficient, are budgeted for repair as early as weather allows in 2016.”

1/20/15: Pitts and Claughton vote in favor of the motion.

1/20/15: Cash abstains from the motion and makes an alternate proposal:

“Hire a structural engineer to come look at the problem or problems and have him give us an opinion, then get a contractor. Defer proceeding on repairs to unit 414 until we speak to the contractor who will fix the sliders at 414. Seek to have the contractors work together or use the same contractor to avoid doing something twice.”

1/20/15: Jones withdraws her motion and proposes a face-to-face meeting of trustees to discuss this matter in person and make a decision on an approach and next steps.

1/21-22/15: All trustees and the Maintenance Coordinator agree to meet in person on Monday evening, Jan. 26.

Result: A special trustees meeting is set for January 26 at 6:30 pm in unit 414.