

**Highlands at Ocean Point Condominium Association
Trustee Actions Between in Person Meetings
September 5 through December 3, 2014**

Trustee Actions in Person:

Appointment of Pam Claughton as HOP trustee representative to OPMT Board

11/17/14: At November 17 budget meeting, Jan Zabriskie noted that, since Mark Wells had been one of HOPs 3 representatives to the OPMT Board (with himself and Rick Cash the other two) HOP needs to appoint another representative to the OPMT board. Rick Cash noted that the HOP treasurer has traditionally been one of the reps to OPMT, so that the financial people from OPMT and HOP are in direct contact, and nominated treasurer Pam Claughton as OPMT rep. With Pam's acceptance of the nomination, all 5 trustees unanimously voted to appoint Pam to OPMT Board. It was also noted that Mark Wells had also been chair of the OPMT board; however, the OPMT will need to elect its own officers when it next convenes.

Result: The HOP representatives to the OPMT board are Rick Cash, Jan Zabriskie, both continuing, and Pam Claughton, new.

Trustee Actions by Email:

1. Identification of authorized signatories for HOP bank accounts.

9/30/2014: Request from Jenn Morrison, Property Manager at Lorell Management, for new signature cards for two HOP trustees for the HOP Condominium Association operating, restricted fund and replacement reserve bank accounts. Jenn Morrison also clarified that Ron and Theda Hornung will continue to be authorized signers, and will sign checks at Lorell Management.

10/1/14: Rick Cash advised trustees that, in the past, the chair and treasurer have been authorized signatories.

10/1/14: Moved by Helen Jones that the two authorized signers on the Board be chair Rick Cash and treasurer Pam Claughton; seconded 10/1 by Rick.

10/1/14-10/22/14: Votes in favor: Rick Cash, Helen Jones, Pam Claughton, Jan Zabriskie.

Result: HOP trustees who are authorized signatories for HOP bank accounts are chair Rick Cash and treasurer Pam Claughton

2. Approval of air conditioner

11/4/14: Maintenance Coordinator forwards owner request to add a second air conditioner to unit 2405, including another compressor outside the unit behind the tall grasses.

11/4/14: Lesley Pitts moved to approve the request; seconded 11/5 by Helen Jones.

11/5/14: Votes in favor: Lesley Pitts, Helen Jones, Jan Zabriskie, Pam Claughton, Rick Cash.

Result: Unit 2405 is approved to install the second air conditioner.

3. Approval of pet requests

11/5/14: Helen Jones notified trustees of two pet applications, noting that both applications are complete and both pets comply with Highlands pet policy, and she moved to approve both applications: a Jack Russell Terrier named Rudy in 2914, and a Toy Poodle named Jack in 414.

11/5/14: Pam Claughton seconded and voted in favor.

11/5/14: Votes in favor: Helen Jones, Pam Claughton, Rick Cash Jan Zabriskie, Lesley Pitts

Result: Rudy in 2914 and Jack in 414 are approved as Highlands pets.

4. Approval of pet application approval letter

11/5/14: Helen Jones moved to approve the following pet approval notification email as a recurring and routine correspondence that, once the trustees have approved a pet, does not need trustee review each time it is sent. "Dear [unit owner], I'm happy to notify you that the trustees have unanimously approved Rudy's application. Sincerely, [secretary]."

11/5/14: Pam Claughton seconded and voted in favor.

11/5/14-11/10/14: Votes in favor: Helen Jones, Pam Claughton, Rick Cash, Lesley Pitts, Jan Zabriskie.

Result: Once a pet is approved, the pet approval notification email may be sent without additional trustee review.

5. Approval of changes to Highlands website

11/5/14: Helen Jones moved to purchase a 2-year contract for Weebly Pro version for \$159.12, at an annual cost of \$79.56, and that we transition our website to this platform; providing a detailed report and a rationale for the recommendation. [This represents a projected annual savings of \$55 for website maintenance.]

11/5/14: Rick Cash seconded and voted in favor.

11/5/14: Votes in favor: Helen Jones, Rick Cash Jan Zabriskie, Pam Claughton, Lesley Pitts.

Result: A 2-year Weebly Pro service will be purchased and the Highlands website will be moved over.

6. Authorization to purchase a new domain name for the Highlands website

11/5/14: Based on information provided by Pam, Helen Jones moved to authorize Pam Claughton to purchase a new domain name at an estimated cost of approximately \$10 for 2 years. [At \$9.99/year after this introductory offer, this will represent a \$28 annual savings over what we currently pay.]

11/5/14: Rick Cash seconded and voted in favor.

11/5/14-11/10/14: Votes in favor: Helen Jones, Rick Cash, Pam Claughton, Lesley Pitts, Jan Zabriskie.

Result: Treasurer Pam Claughton is authorized to purchase a new domain name for the Highlands web site.

7. **Denial of request to post flyers in common areas.**

11/10/14: Helen Jones requests permission to post concert flyers in common areas in buildings near elevators.

11/10/14: Votes in favor: Lesley Pitts, Pam Claughton

11/10/14: Votes against: Rick Cash, Jan Zabriskei. Both noted posting at mailboxes would be acceptable.

Result: H. Jones withdraws request; will post at mailboxes only.