

HIGHLANDS AT OCEAN POINT CONDOMINIUM ASSOCIATION

MINUTES OF TRUSTEES MEETING

Date: August 5, 2009, 6:30pm

Place: Unit 2506

Attendance: Trustees Richard Cash, Mark Wells, Joseph Ruggio, Jan Zabriske, William Brissette, Frances Forte; Maintenance Administrator Donna Crone

Maintenance:

The meeting commenced with a review of ongoing maintenance issues. The rainy spring and summer have caused many roof and basement leak issues, most of which have been resolved.

Open roofing issues:

2902/3 basement leak – This has been ongoing since June. Falcone's crew advised us that the roof drain was not the source. A plumber used a scope to determine the pipe was not leaking and so he tested the roof drain. It was proven that water is seeping around the seal of the roof drain and eventually reaching the basement. Donna will get quotes from Cazeault Roofing and also try to get Falcone to respond. Whichever company can come sooner to fix this will be used. This will continue to be handled as a high priority until the roof drain is sealed.

2415 – Dormer section of flat roof has leaked intermittently for four years. This section of roof will be replaced by Falcone as quoted.

2502 – Flat roof has leaked intermittently for 3 years. Falcone or Cazeault (whichever responds more quickly) will provide a quote to replace whichever section of flat roof is needed to fix all ongoing roof leaks over 2502.

408 – Second occurrence of leak on flat roof. Either Falcone or Cazeault, whichever responds more quickly, will determine source and fix leak.

2505 – A water stain on the living room ceiling is a recurrence of an intermittent problem over the last three years. A representative of Falcone determined the problem to be the seal under a bedroom window above the living room. Falcone owes us a quote for that work also. If Cazeault will work on it sooner, we will use them.

We will ask Falcone, Cazeault and one other local commercial roofer to quote on a maintenance and replacement program for our shingled roofs, flat roofs, chimney stacks and roof post/rail systems with the objective of having all roofs secured under warranties and to have more responsive service than in the past.

Unit 2406 pipes:

Unit 2406, a vacant affordable condo which is owned by a bank and managed by Rita Gallant as real estate agent, has a stain on the ceiling that a building inspector has determined to be sweating from pipes above. Rita believes this is a common area issue to be addressed. The trustees discussed the facts and agreed that it is the responsibility of the association and that we have done this and similar repairs in other units. Donna was instructed to have David Grastorf open the ceiling in the affected area only, wrap the pipes, and reseal and restore the ceiling to its previous condition.

Leaking sprinkler heads:

Donna reported that FSS is coming this week to replace multiple leaking sprinkler heads in building 30 and 24, and also in unit 2406.

Building 4 Fire Alarm:

The Gamewell 640 fire alarm system in building 4 continues to be a problem with numerous false alarms, audible beeps that drive residents crazy, and interference with the elevator. It has proprietary software that only Cape Cod Alarm can service locally. They have never been able to make the system work properly for any extended period of time.

The trustees voted unanimously to accept the proposal from Sounder Systems, who services all the other building alarm systems, to replace the Gamewell system with a Silent Knight system at a cost of \$15,945.78 which will be paid for from our Reserve Fund. We requested a warranty in writing in advance.

Unit Access:

Bill Brissette provided an Access Authorization Form to be used when unit owners give our representatives a key to their unit or permission to access it when they are not there. This will be incorporated in our Rules and Regs after it has been reviewed and approved by our attorney.

Bill Brissette further commented that shingles around bldg 24 windows that had been damaged by power-washing should be replaced. Donna Crone already has an open work order for this. It was also noted that the lower front step at the 2513/14 entryway is crooked. The unit owners had not reported this but it will be added to the work order file.

At this time Donna Crone left the meeting because there were no other maintenance issues.

Rules & Regulations:

Joe Ruggio has received comments about the modified Rules & Regulation which he drafted. It was decided to distribute a copy of them to owners for discussion as we promised to do at the Annual Meeting of Owners in 2007. We will take comments into consideration before submitting the draft to our attorney for final review and ultimately filing at Land Court.

Unit Rental:

Unit 2505 will be rented for one year commencing Sept 1, 2009. Unit owners Cyrs will submit a lease for trustee approval, but assure us that it will include no smoking and no pets provisions, and that the tenants will be asked to read the Rules & Regs in their presence and sign a statement that they understand and agree to them.

FIOS installation

Trustees have had several meetings and a walk-through with Verizon engineers and have decided to grant an easement to Verizon for the purpose of installing FIOS service to the utility/electrical rooms of each building. Between the utility room and each condo unit Verizon will utilize existing cables or wires to provide the service to the individual condos at owner's expense. There is no financial commitment to the condo association for this and no minimum new subscribers required.

Landscaping:

Joe Ruggio had organized a group of people to be a landscaping committee. They met with George Egan, our landscape contractor, to review plans he had previously made and discuss further ideas for enhancing our landscaping. There is nothing to be done this year, but we all agreed to include money in the 2010 budget for new flower beds.

In a related matter, Bill Brissette requested that Egan return to a Thursday/Friday mowing schedule. Because of all the rain, he had to mow our property whenever there was a dry day. Hopefully he can return to a regular schedule so our property looks nice on weekends. Also Egan did not finish the weeding and pruning in June/July due to rain and that is now desperately needed.

Web Site:

Frances Forte said that the web site is almost finished and asked for trustees to review it and offer suggested changes. Those who have seen it so far are very pleased with it. The objective was to be functional for owners and those who deal with us like insurance companies, mortgagors, and real estate agents, but also to be a marketing tool and add to our (web) curb appeal.

Financial Statements:

The July statements were made available just a few hours before our meeting. The trustees reviewed and discussed delinquent accounts.

Joe Ruggio requested a list of our capital expenditures so far this year, separate from the line items on the income statement. (The following information was provided after the meeting.)

HOP Capital Expenditures in 2009

Expenditures through July 31, 2009

Deck divider fencing - bldg 25	4,500
Vinyl Posts & Rails bldg 25 end entryways	4,000
Replace sprinkler pipes - bldg 24	3,800

Subtotal at July 31, 2009: **12,300**

Expected Cap Ex for remainder of year

Replace rubber roof - 2415 rear dormer	2,900
Additional pipe replacements - Bldg 24	2,000
Replace Fire Alarm System - Bldg 4	16,000
Sprinkler Head Replacements - bldg 30 & 24	2,000
Replace rubber roof - 2402 ESTIMATE	3,000

Subtotal Estimated Remaining Cap Ex: **25,900**

TOTAL ESTIMATED CAP EX 2009 **38,200**

BUDGETED RESERVE REVENUES 2009

Special Assessment	25,000
Standard Budgeted reserves	35,000

TOTAL 2009 REVENUES EARMARKED FOR RESERVES **60,000**

ESTIMATED RESERVE DEPOSITS 2009 **21,800**

Note: We usually deposit reserves in Nov & Dec.

Current Reserve Balance **109,000**

ESTIMATED RESERVE BALANCE 12/31/09 **\$ 130,800**

Annual Meeting:

We decided on Thursday, September 10, 2009. Lorell has been instructed to send letters and proxy forms to all owners.

Legal Issues:

Attorney Shanley is handling the following active cases:

The collection of unit 3004 outstanding balance has been resolved and paid.

The collection of 3010 outstanding balance is in progress.

We are awaiting response from Sheehan (404) to our reply to his July 17 letter re outstanding fines.

The meeting adjourned at 9:30pm.