

Highlands at Ocean Point Condominium Association
Minutes of Trustee Meeting

Date: December 5, 2013

Time/Place: 6:30 pm, Private Residence

Attendance: Trustees Cash, Carmichael, Wells, Nolan, Zabilski. Maintenance Coordinator Donna Crone.

The meeting was called to order and the first item on the agenda was a review of the current financials and plans for 2014. The resident coupon books will be mailed out in December for 2014.

Donna Crone provided a maintenance update.

The carpet and tile for Building 4 is complete.

An update was provided by Jan Zabilski and Rick Cash on the water/ice issue for one area of the parking lot at Building 4. Plans are underway to cut the asphalt to provide a conduit for the water to drain. The problem will be reviewed again.

Eagen Snow Removal contract was reviewed for 2014 and a motion was made to accept the contract. Motion was approved.

There was a discussion to have the exterior shingles and decking at Building 30 power washed in Spring 2014. A number of bids have been submitted. After review, it was decided to accept the bid from Kevin McCreed of \$14,000 to power wash and seal the building. This work will include one coat of Thompson UV Clear Sealer. Motion to proceed with this project for the April 2014 timeframe was made and accepted.

The board reviewed the landscape bids that have been submitted for the 2014 season. The Board requested that Donna Crone approach Lawrence Brothers for another bid. No action was taken and will defer to the next meeting.

The Board will post instruction for snow parking for the 2013-4 winter season. Residents are instructed to move cars to the rear of the parking lot when snow begins to accumulate to allow the snowplow truck to clear the front of the parking lot. After snow is cleared (and storm over), residents should move cars back to resident spaces in front of their units to allow snowplow to clear the rear of the parking lot.

Motion to adjourn.