

HIGHLANDS AT OCEAN POINT
CONDOMINIUM ASSOCIATION
Minutes of Trustee Meeting

February 8, 2012

Attendees: Frances Forte, Joe Ruggio (by phone), Ginny Sands, Mark Wells, Tom Young, Jan Zabriske, Maintenance Administrator Donna Crone. (Bill Nolan, absent)

Called to order at 7:10 PM.

1. **Financial** – brief discussion on status of our budget and clarification of elevator costs, some being from last year. We discussed Jan.2012 financials and deferred question re audited 2011 results to separate Frances and Joe discussion.
2. **Maintenance** – Donna passed out her work order papers for review. It was suggested that she have David clean up some utility rooms in bldg.25 and eventually in bldg.29. Also a storm door in bldg. 4 needs repair. She also showed us a tile sample and carpet sample for upgrading lobbies of building 4 and 24. It was suggested that we could use some of the unused funds from the snow plowing fund. Donna will get quotes for the work needed. Donna also reported that David did not show up for work and was difficult to get in touch with.
3. **Complaint letter from owner** – we will send a letter concerning the real estate sign issue to that owner. The board will take into consideration the other issues listed and deal with individual residents
4. **Lorell Management.** – Mark will get us some information about other management companies.
5. **HOP Annual Meeting** – It was voted unanimously to move the HOP Annual Meeting to June.
6. **Building 4 storage area** – Tom and Jan will start investigating the status of that area and report back to the board.

7. **Landscaping options for north lawn area** – Donna will contact George Egan to talk about estimates for different phases and options.

8. **Reserve Study** – it was noted that we need to finalize the Reserve Study in early spring with all the trustees attending.

Meeting adjourned at 9:20