

**THE HIGHLANDS AT OCEAN POINT CONDOMINIUM ASSOCIATION
MINUTES OF TRUSTEE MEETING**

Date: July 25, 2012

Time & Place: 7pm at HOP Clubhouse

Attendees: Trustees Rick Cash, Mark Wells, Jan Zabriskie, Bill Nolan; Maintenance Coordinator Donna Crone

THE MEETING WAS CALLED TO ORDER @ 7pm.

1. Financial update was provided by Treasurer Bill Nolan
2. Maintenance report was given by Donna Crone
3. Dryer vent cleaning proposal -- Donna was asked to obtain another quote and a recommendation for the vent cleaning timeline. This item will be put on the next meeting agenda. No action taken at this time.
4. A chronic problem of standing water behind bldg 4 was discussed. Bill Nolan will follow up with George Egan on cost and feasibility of installing a drain to eliminate the problem.
5. Dissatisfaction with performance of our sprinkler contractor was discussed. Donna Crone will convey our concerns about their lack of professionalism and insufficient clean-up after work is completed.
6. Gas grill issue -- At previous meetings, former trustee Tom Young raised concerns about legality of gas grills above ground level. It was decided that Donna Crone will draft a letter to be reviewed by our attorney and then sent to residents informing them of the law and what they need to do to comply.
7. Parking issue on Highland Terr. -- A petition requesting parking on only one side of Highland Terrace for safety/access reasons has been signed by the overwhelming majority of HOP unit owners. Bill Nolan is in the process of presenting it to the town authorities for review and decision.
8. Landscape issues along the Point Road area as well as the amphitheatre and bushes in front of several buildings were discussed. No action was taken. This subject will be taken up at the next meeting.
9. A motion was made by Mark Wells and seconded by Bill Nolan to reduce the number of trustees from the current 7 to 5. The Motion passed 4 to 0. A special meeting will be called for August 13, 2012 at 7 P.M. in the club house to vote on this proposal. Depending on the results of that vote, nominations will be accepted to fill any vacant trustee positions and to vote for trustees to fill those positions.
10. The next trustee meeting date was set for September 12th at 7 PM in the club house. This and all future meeting dates will be posted on the HOP web site (Owners page) and at the mail boxes at least 10 days in advance. If an agenda is available it will also be posted.

The meeting adjourned at 8:38 PM.

SUBSEQUENT EVENT/VOTE: On July 26th, the trustees received information from Lorell Management about the scheduled transfer of funds from the Operating account to the Reserve Account beginning in August. The Trustees then voted by email to adjust those transfers of funds to the Reserve account to \$1,000 per month from August through December, 2012. At this time it was felt that cash flow will be needed for upcoming capital projects. The adjusted transfer schedule will result in a Reserve balance of at least \$14,500 in 2012, which would be the highest addition to the fund in several years. That transfer

amount will be reviewed at each Trustee meeting. If it appears that figure can be increased, it will be adjusted upwards according to cash flow requirements.