

# HIGHLANDS AT OCEAN POINT CONDOMINIUM ASSOCIATION

## Minutes of Trustee Meeting

June 8, 2011 --- Unit 2506

**Attendees:** Trustees Richard Cash, Joe Ruggio, Jan Zabriske, Frances Forte, Maintenance Administrator Donna Crone

Meeting was called to order at 6:40pm by Chairman Rick Cash.

The first item on the agenda was the absence of minutes for several previous meetings. Trustees need to review them soon after the meeting when the issues are fresh in everyone's mind. The Secretary (Frances Forte) will complete a draft for review within 2 days of each meeting. After comments are incorporated, the final approved minutes will be posted on the web site.

Next, Donna Crone gave an overview of maintenance projects and provided a list of work orders complete, in progress and open for the year which was reviewed and discussed. She highlighted two sprinkler leaks that occurred in May, one in building 24 and one in building 30. Both pipes have been replaced and the kitchen ceiling in building 24 is being repaired. She also mentioned that there are small roof leak issues over 2502, 2510, 3008, and 2403. Falcone has looked at each one and is scheduled to fix all four leaks in one trip, probably this Friday.

Donna added that the custom house number signs we ordered in March are ready to be installed on buildings 24, 25 and 30.

Next the financial statements for May were discussed. There is adequate cash balance to handle our expected invoices for June and July. The account delinquencies are minimal and being collected.

The next item on the agenda was a new elevator maintenance contract. Donna provided a worksheet comparing quotes from Thyssen Krupp, our current contractor, Associated Elevator from Cape Cod, and Atlantic Elevator from Avon. She showed the prices for a full maintenance contract and for a 'Lubrication only' type service, in which we would pay separately for all parts. The annual safety test was included on the worksheet, and would be a separate charge under the Associated and Atlantic plans.

There was discussion about whether we need a full contract or whether lubrication only would be adequate. The cost saving is \$275 per month. But it was not known whether we would have to pay extra for the telephone monitoring service under this plan. Donna will find out if it is included in the full maintenance contract, and how much it would cost as a separate service under 'lubrication only' service. She will email that info and we will vote by email. She noted

that the individual who would handle our service if we choose Associated is the same person who took care of our elevators for Thyssen Krupp. He has changed jobs.

The next issue was to select an engineering firm to do a reserve study. Lightship and Noblin were about \$7,500. ARS (from NH) and On-Site Insight (Boston) were both \$4,250. Both provided impressive presentations, do many reserve studies of eastern Mass condos, and guaranteed that the reports would be ready for our review by early September, with a final report by Oct 1 so we could use it by late Oct for our budgeting process. The trustees voted unanimously for On-site Insight.

Enforcement of leases and pet registrations was next. Donna reported that the only two missing leases are from 2501, Lilley, whose current lease ends on June 30<sup>th</sup> and Scott Buckley's rental unit 403. Joe Ruggio will send them a reminder letter that we will need a copy of their lease before it is renewed or a new lease issued, and that it must conform to the new Rules and Regs.

All dogs are properly registered.

Preparation for July 3<sup>rd</sup> festivities was discussed next. It was decided to block parking on the clubhouse access road this year. Also it was decided that we need 2 security guards this year, and that they need to be instructed to stop use of firecrackers on the property, and to note which decks the violators are located on. It was further decided that we need to restrict parking on the north side of building 4 on the 3<sup>rd</sup> of July by blocking the access road and having the security guards call for violators to be towed. It was agreed to send an email this month to all owners warning that there will be a \$100 fine for incendiary devices.

The web site was discussed next. It is not used often, so we should continuously refer people to it. Also, the minutes of all trustee meetings need to be posted there after approval.

Donna is preparing an owner contact list showing unit #, name and home phone #. This will be provided to all owners by email and posted in the private 'owners only' section of the web site.

The next item on the agenda was concern over David Grastorf's hourly wages which were advanced. At this time he owes us 152 hours. If he works 25 hours per week for 10 weeks that 150 hours will be repaid. We expect repayment in full by the end of October. Donna has a long list of work for him to do now that the weather has improved. If David does not cooperate with our attempts to keep him busy and pay back the arrears, the trustees will look for a replacement maintenance contractor next year. We expect him to work most of those hours painting the trim on building 30. Furthermore, if he has the opportunity to work on a private job, he is required to clear it with Donna first and to tell the client that he can work only when HOP does not need him.

Landscape issues were discussed next. Joe Ruggio felt that trustees had been adequately informed about what he was doing to landscape alongside the path from Point Rd to the tennis

courts. The trustees had been surprised by the amount of clearing that was done in that area. They did not expect so many trees to be cut down. During the winter it became unsightly and captured trash. During the March trustee meeting it had been decided that we must prioritize that area for remediation. Joe felt that his plan to landscape it in phases over several years was adequate.

This area is technically OPMT land, but OPMT had not budgeted to landscape this area. OPMT funds were prioritized for the beach in 2011, and to improve the WWTP landscaping. The Dunes trustees had not been informed about this pathway problem during the budgeting process, which Joe Ruggio felt they should have been told about. Instead, it was decided that the Dunes would pay for drainage improvements on the sand dunes and HOP would pay for the pathway landscaping. OPMT would pay to scrape sand from the beach back into the dunes rather than purchasing sand, which would save an amount of money equal to the extra costs to the Dunes and HOP.

The motion to disband the Landscape Committee was not seconded. It was decided that Joe Ruggio will obtain quotes for a plan of his design to remediate the pathway area. He will also come up with a plan for additional plantings for the front of building 30 and other areas of interest or concern as discussed (eg. corner in front of #24 (with rock) and berm behind #24 and #30. The Landscape Committee will report back in 2-3 weeks with plans and quotes.

It was acknowledged by all parties that a communications breakdown had occurred, that it was not any individual's fault, and that we just need to be sure that doesn't happen again. Nobody intended to criticize or disrespect anyone else's actions or opinions.

A tentative date was set for the Annual Meeting of Owners, subject to Mark Well's approval -- Wednesday, September 7<sup>th</sup>. <<Subsequent note: Mark Wells has approved this date.>>

An update of OPMT beach work was summarized for the two non-OPMT trustees.

The last item on the agenda was to request that when Donna is on vacation that someone (or several others) be provided with access to keys, all vendor phone numbers, and someone who is available to handle any and all emergencies when she is unavailable.

The meeting adjourned at 9:15pm.