

HIGHLANDS AT OCEAN POINT

Minutes of Trustee Meeting

Date: Wednesday, March 28, 2012 – 7pm

Place: Unit 2506

Attendees: Trustees Mark Wells, Jan Zabriskie, Tom Young, Joe Ruggio (by phone);
Maintenance Administrator Donna Crone

1. The cash balance position was discussed. There is \$22,707 in Operating accounts and \$120,000 in Reserves at this date and the April condo fees (\$29,000) to be received in a week or so. The budget allows for no further deposits into reserves until August. Therefore it was determined that we have adequate cash to engage in some capital projects to be discussed below.
2. Update on Huber (unit 407) collection status – As of today there has been no payment received by either the unit owners or their mortgage company since the \$170 payment on February 27th. The attorney planned to file the suit before March 31.
3. Maintenance Issues update from Donna Crone:
 - Re water stain on ceiling of Janet Frazier (2408) garage -- FSS investigated and no leak was evident. It appeared to be residual drainage from earlier sprinkler service. It is completely dry behind that ceiling now.
 - Unit 3008 dryer vent on roof was repaired by David and now resident's dryer works perfectly. No need to have vent cleaned – problem was resolved.
 - While on roof David found leaks around some vents. Falcone coming to investigate source.
 - Donna passed out database report of all work orders (completed, partially done and still open) for the period Jan 1 – March 28, 2012.
 - Trustee maintenance requests:
 1. Loose/missing siding shingles on all buildings
 2. Fill in gap in fence on Highland Terr near main sign
 3. Have Egan plant grass alongside path
 4. Paint pergola when wood is ready
 5. Order house # signs for building 4 to match other buildings. (Tom & Jan will design how they want center entrance sign to look.)
 6. Unit 413 has no unit # sign. Install numbers on the wall beside that doorway.
 7. Roof rail on east end of bldg 30 has been missing for years. Replace.
 8. Trim on bldg 29 is next in line to be done. Obtain quotes.
 9. Clean mold on decks – bldg 25 and 4
 10. Request OPMT get quotes for new pool furniture
 11. Get quotes for duct cleaning by building so we can schedule a building to be done every year on a continuous basis.
4. Discussion about upgrade to building 24 common area entryways which are most in need of renovation among all buildings. Discussion of tile floors versus carpet. Donna

submitted three price quotes. Trustees voted to remove all carpet in three common entryways. The ground level floors will be tiled with a non-skid, gray stone-like large square tile. All staircases and the elevator floor will be recarpeted with a gray/blue tweed carpet and new padding.

5. Real Estate signs – Re Diane Sullivan request to display large ‘For Sale’ sign on Highland Terr near fence. A design to hold 4 large signs on single tall post was considered, but trustees voted instead to ban all signs on the Highlands property and to request that OPMT promulgate the same rule for the area on Highland Terrace under their purview. It was agreed to allow a small ‘Open House’ sign at the bottom of Highland during an open house, and also a small sign in front of the unit having the open house. Both signs are to be removed as soon as the open house is over.
6. Handyman – It was discussed and decided that anyone who wishes to apply for a handyman position can be considered as long as they are fully insured and agree to make HOP an additional insured on their policy.
7. Follow up on closet in building 4 – Jan & Tom confirmed that the locked closet in building 4 third floor contains the personal possessions of a unit owner who does not have an assigned/deeded storage area. Since this closet is not used by trustees at this time, but contains a sprinkler head, it was decided to ask that unit owner for a key to the padlock on that closet so that we can access it for sprinkler inspections and repairs.
8. Property Management company – it was decided to table consideration of alternative property management until the end of 2012.
9. Preparation for Annual Meeting: During our last trustee meeting we agreed to change the date of the annual meeting of owners to June 21st this year. The latest date we can inform owners under the 14-day requirement is June 7th. Trustees decided to send a letter to unit owners in May, before the Memorial Day holiday, informing them not only of this change but also other general condo news – a spring newsletter. Other ideas include:
 - Maintenance update/plans
 - OPMT Rules (pool, beach, tennis courts) (no kids in diapers in pool, etc)
 - Don’t throw cigarette butts in mulch!

Owners will be encouraged to run for a vacant trustee position and also to provide a short resume as we did last year. A formal announcement of the meeting will be mailed by Lorell in the first week of June. It will contain any candidate bios we received as well as the proxy forms.

10. A meeting with the engineer from OSI who prepared our reserve study needs to be scheduled. It was decided that it should be done after the annual meeting because there will be at least one new trustee who should be involved in the meeting and subsequent discussions.
11. Schedule next Trustee meeting – May 16th

The meeting was adjourned at 9:15pm.