

Highlands at Ocean Point Condominium Association
Minutes of Trustee Meeting

Date: May 8, 2013

Time/Place: 7 pm at the Clubhouse

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

Meeting called to order.

Donna Crone, Property Manager, provided a maintenance report update.

- Currently, Building 29 is undergoing power washing and sealing by Shawn Lawlor. The back decks and front entries will be sealed with one coat of clear deck sealer. White trim boards will be repaired and painted after the deck sealing is completed.
- Building 30 continues to have problems with the front door. Board recommended that the door be reinforced and repaired.

Residents Paul and Diane Kofton, Jeannie Trann and Janet Frazier asked the BOT about the upcoming painting of the white trim boards on the building and whether the Board has considered replacing the boards with composite Azack trim. The BOT will be on-site when the project begins to check on board replacement. The Contractor will be replacing rotted boards with new wood.

Donna Crone will send the contract to the members of the BOT for review of the sprinkler system contract. Janet Frazier, Building 24, Unit 2408 has a leak in the fire sprinkler system. This is an ongoing issue. Donna will call the company and have the leak issue resolved for Unit 2408.

Spring landscape work: Egan Landscape completed the spring cleanup and mulch replacement. Egan will be back to remove sand from the parking areas.

Weed and feed company will be on-site three more times this year to treat the grass areas. The back area of Building 29 will have bushes trimmed back 3-5 feet.

Estimates will be provided to the board for the replacement of the carpet and the addition of tile to the common areas of Building 29. Work scheduled for 2013.

Bill Nolan will check with the Police Department regarding the non-resident parking issues on Highland Terrace.

The Highlands Annual Meeting is set for July 24, 2013 at 6:30 pm. All residents are invited to attend.

Meeting Adjourned.