

**HIGHLANDS AT OCEAN POINT  
CONDOMINIUM ASSOCIATION**

**Minutes of Trustee Meeting**

**November 9, 2011**

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

**Called to order at 8:00 PM.**

- 1. Landscape Issues** – Rick Cash explained his concern about the appearance of the area behind building 4 if the Mulberry tree and Sumac were removed by Allscape this fall. He was in favor of the board hiring a landscape architect to plan what should be done with the area. He requested that residents be informed of the plans for landscaping the area.

In keeping with the intention to restore the original attractive condition and views for HOP residents and to do it in the most economical way, the board voted unanimously to have Allscape complete the work this fall (remove Mulberry tree, excavate roots, fill hole with loam, remove surrounding sumac and roots and spread loam and grass seed over the area.) The OPMT board had previously approved this action.

Next spring a landscape plan will be presented to all residents for comments before the board votes to amend or accept.

- 2. Status of Maintenance** – Donna is still communicating with NStar about replacing the rusty transformer between building 24 and 30. Because they had extra work because of the October storm they have had to push up the date for installing the new transformer.

T & K have completed all their work on the parking areas and sidewalks.

David has installed the storm doors, almost finished the painting of the trim, and has begun checking and fixing the wooden doors between decks.

FSS has replaced valves in building 24 and will install the back flow preventer and replace antifreeze in buildings 24 and 29 within the next week.

The sprinkler room in building 4 has had some patching done around the pipe but needs a little more which David will do. The rusty levers will be cleaned and checked to see if they are acceptable or need replacing.

- 3. Insurance Brokerage** – The board voted unanimously to accept HUB International as Broker of Record. After having a conference call with HUB the board felt that they would do well by us in finding the best coverage.
  
- 4. Financial Matters** – The board voted unanimously to approve the revised budget for 2012. They approved transfer of funds to the Reserve account.
  
- 5. David Grastorf** – David has repaid all the advance hours that he owed. It was decided to retain David as our handyman. We will pay for the insurance that is needed for him to work on our property. That will be paid in quarterly installments. We will not guarantee a certain number of hours during the winter months. Donna will continue to search for other people who would be available for times when David is doing private work and can not take on tasks here that need to be done.
  
- 6. Administrative** – It was confirmed that the way for residents to contact the board was to go on the website and click on **Contact**. That will send an email to the president of the board, currently Frances Forte

The status of Huber (404) is that it has gone to collection.

**Meeting adjourned at 9:45 PM**

