

**HIGHLANDS AT OCEAN POINT
CONDOMINIUM ASSOCIATION**

Minutes of Trustee Meeting

October 13, 2011

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

Called to order at 7:10 PM.

- 1. Maintenance Update:** Iarossi will start painting on building 30 on Monday, Oct. 17
Home Depot will install storm doors at buildings 24 and 30 on Mon. Oct. 17
David still owes about 48.5 hours and will continue the painting on bldg. 30
The trustees will decide the details of David's job for 2012 at the next meeting on Nov. 9

Donna was asked to have him use rust proof primer on certain metal areas.

T&K will fix the parking lot of bldg. 4 on Oct. 21 and will charge FSS.

Donna will schedule FSS to do the valve work in bldg. 24.

Donna was asked to have the plumber replace the rusty levers in the sprinkler room in bldg. 4 and to have David seal around the pipe coming into the bldg.

Donna will schedule David to put storm doors in, get ice melt for all entryways,

Replace rusty latches on door dividers on decks and to make sure all of those doors are in good working order.

Donna was asked to have a plumber check the pipes going from the gas meters into the building at the Point Rd. side of bldg. 4 to check for rust.

- 2. Tree Work:** It was decided to do the following:

The sumac weed/trees behind bldg. 4 will be cut down and removed as soon as possible. Money from the landscape committee will be used for this as soon as Allscape is available. The landscape committee has been offered the free services of a company to dig out the roots and replace with loam which will be planted next spring.

The Mulberry tree will be permanently removed and the sumac immediately surrounding it, the stump ground and loam put in the hole by Allscape which will be financed by the generous offer of one of the residents. The resident has also offered \$1000 towards providing shade for the pool area.

The landscape committee is planning to finance the clearing out of all junk removed. growth behind bldg. 30 if the cuttings can be taken away and the roots

- 3. Review of draft of 2012 budget.**

The good news is that the condo fees will not be going up.

The trustees reviewed each line item in the budget draft and will vote on the budget at the next meeting on Nov. 9

- 4. Discussion of gas vent pipes.**

Because of a new code for venting gas exhaust every new pipe put in has to be 4 ft. high. This is putting the vent at window level where any breeze blows

the exhaust into the adjacent window. This will become more of a problem as any vent pipes are replaced at ground level. Discussion about this issue and the possible switch to natural gas will be taken up again. In the meantime, Donna was asked to have David check everyone's exhaust vents after every snow storm to be sure that none are blocked. Donna also mentioned that every resident should be reminded to be sure of where their water shut off valve is for their unit.

5. Insurance renewal.

A date is being set for some of the trustees to have a conference call with HUB Int'l to explore what they have to offer us.

6. Meeting adjourned at 9 PM