

**Highlands at Ocean Point
Condominium Association**

MINUTES of Trustee Meeting

Date: October 20, 2009

The Trustees met at Unit 2506 at 7pm.

Officers were elected as follows:

Chairman – Richard Cash

Treasurer & Clerk – Frances Forte

The Trustees recently received the marked-up draft of the Rules from the attorney. While we've had a chance to review them quickly, the trustees agreed to take more time and compile all our questions. So far we want to know which rules the attorney feels would be more appropriately handled as bylaw changes. He mentioned that in his cover letter but we didn't see any notes to that effect in the text.

There was further discussion about the grilling rule which Diane Sullivan called to our attention. Joe Ruggio spoke to someone at the State Fire Marshall's office who confirmed that the law and subsequent 'directives' prohibit propane canisters being carried through the building and used above the first floor, including decks and balconies because the gas is heavier than air and if there was a leak, someone walking below could spark an explosion or fire. But the person he spoke to was unclear about whether this balcony directive 'should' or 'must' be followed.

Joe Ruggio read the actual regulation and could not find any reference to the prohibition of canisters other than they were not allowed "inside" above the first floor, or any reference to any 10 foot rule. Since there was ambiguity from the Fire Marshalls office, conflicts in the directive versus his reading of the law, and possible insurance implications, it was decided to follow our attorney's advice on this. He has provided us with a recommended rule. The Trustees want to verify that it is in compliance with all Mass requirements.

The trustees reviewed a draft of the 2010 budget. Most items are contractual or predictable, so we concentrated on roofing and special projects, the main discretionary items. We hadn't yet received the roofing maintenance suggestions from Cazeault Roofing, and so deferred final decision. The trustees also want to handle some small projects such as tiling the bldg 4 entryway floor, replace some carpeting, and rustproof and paint the bldg 30 garages. It was decided to be sure the "Maintenance & Repair/Special Projects" categories have enough to cover those items.

The subject of obtaining a loan was also discussed. It was felt that this would be an option if Cazeault thinks we need to do major work in 2010. Otherwise, we could schedule a maintenance program over several years and keep the loan option in case of emergency.

The next item on the agenda was to discuss Diane Sullivan's objections to our handling of new trustees in 2009 and her request for a new election. It was decided that, at the annual meeting on Sept 10th, that the trustees had given a complete explanation of the unauthorized appointments last January and how we proposed to proceed to correct that. It was felt that if anyone had wished to hold the election in a different form or fashion than as we proposed, that there would have been a motion to do so from the floor and an opportunity for the assembled quorum to vote. The acceptance of the assembly is in effect agreement that the two appointed trustees should continue in their roles until their expiration dates (Joe Ruggio in 2010 and Mark Wells in 2011, completing the term of Donna Crone). Diane Sullivan asked many questions at the meeting and did not at that time raise any objection to it. It was decided that we will not hold any additional elections outside of the proscribed terms of the trust.

Jay from Lorell sent us copies of suggested contracts we should use with major vendors instead of signing their contracts, which provide terms that are favorable to us. The trustees agreed that we should use them if the lawyer agrees. FF will email drafts to the trustees for their review and will ask Jay if an attorney has vetted them.

Jan Zabriske will be on vacation from Nov 9th to 21st, so if we have the information we need from Cazeault by the end of October, we will meet during the first week of November. The meeting adjourned at 8:45pm.