

**Highlands at Ocean Point Condominium Association
Minutes of Trustee Meeting**

Date: September 12, 2012

Time/Place: 7pm at the Clubhouse

Attendance: Trustees Cash, Nolan, Carmichael, Wells, Zabriske, Maintenance Coordinator Donna Crone; Engineering Consultant David Jackson, On-Site Insight.

MEETING WAS CALLED TO ORDER AT 7:05. ALL TRUSTEES WERE PRESENT.

MR. DAVID JACKSON FROM ON-SITE-INSIGHT GAVE US AN OVERVIEW OF THE CAPITAL NEEDS ASSESSMENT PLAN HE PREPARED LAST YEAR AND HAS AGREED TO FINALIZE THE REPORT. TRUSTEES WILL USE THIS PLAN TO BUDGET FOR AND CARRY OUT CAPITAL PROJECTS IN THE FUTURE.

Note: The final Capital Needs Assessment report will be posted on the web site in the 'Owners Only' section.

DONNA CRONE PRESENTED THE MAINTENANCE REPORT.

BILL NOLAN PRESENTED THE FINANCIAL REPORT AND SAID HE WAS WORKING ON THE 2013 BUDGET AND WOULD HAVE A DRAFT READY FOR THE NEXT MEETING.

THE GAS GRILL ISSUE WAS DISCUSSED. DONNA CRONE WILL REQUEST THAT JAY HOURNING FROM LORELL MANAGEMENT SEND LETTERS TO ALL RESIDENTS INFORMING THEM OF THE RULES AND REGULATIONS ON GAS GRILLS.

THE TRUSTEES VOTED TO SEND LETTERS TO THREE RESIDENTS; ONE ON A CAT ISSUE, ONE ON THE CONDITION OF A DECK AND ONE TO A RESIDENT CONCERNING UNREGISTERED AUTOMOBILES ON THE PREMISIS. (MOTION BY MR. WELLS SECOND BY MR. NOLAN VOTE 5 TO 0)

THERE WAS A SHORT DISCUSSION ABOUT LANDSCAPING. THE BOARD WILL SEND OUT A REQUEST FOR PROPOSALS FOR LAWN MOWING AND LANDSCAPING MAINTENANCE.

MEETING ADJOURNED AT 8:17

NEXT MEETING DATE OCTOBER 18, 7 PM IN THE CLUBHOUSE