

Highlands at Ocean Point Condominium Association
Minutes of Trustee Meeting

Date: September 25, 2013

Time/Place: 6:30 pm Ocean Point Clubhouse

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

Meeting called to order.

First order of business was a review of the proposed 2014 budget.

OPMT budget will require an increase due to tennis court repair, a new pool cover and work on the waste water treatment pumps. The Highlands reserves will increase by \$35,000 so that by the end of 2014, the reserves account will have over \$200,000. The insurance policy and Egan Landscaping have provided estimates and the board is awaiting final contracts from both.

Due to the increases, the residents condominium fees will be increased by 5%.

Motion to accept the proposed 2014 budget was made and approved by Rick Cash, Jan Zabilski, Mark Wells and Jean Carmichael.

Rick Cash will send a letter to the residents providing information on the 2014 budget and this will also be posted to the Highlands' website.

Maintenance: the fire alarms will be tested on October 30 and 31. Residents requested that the Board consider turning the heaters on in the common areas of the buildings beginning by November 15 and turning heaters off no sooner than March 15 to avoid any potential problems due to freezing. The Board agreed to this and instructed the maintenance coordinator to follow this timeline.

Next BOT meeting will be held in late November. The meeting place and time will be posted to the mailbox bulletin boards ten days prior to the meeting.

No further business came before the meeting. Meeting Adjourned.