

# OCEAN VIEW MANOR CONDOMINIUM ASSOCIATION, INC.

3600 SOUTH OCEAN SHORE BOULEVARD

FLAGLER BEACH, FL 03624

## MINUTES OF THE BOARD OF DIRECTORS' WORKSHOP

MAY 11, 2011

President Jim Stanton opened the meeting at 11:00AM. Directors Mary Burgos, Rosemarie Claxton. Bill Hopson, Allyson Huskisson, Bob Minahan, Jim Stanton, and Terri Westwood were present. Also in attendance were Tom Pawson, Maintenance Manager and Debi Pawson, Office Manager.

Minutes of the March 12, 2011 Annual Meeting and Board of Directors' Re-Organization Meeting were approved as distributed.

**Correspondence:** A letter was received from Dominic Salvador disagreeing with the manner in which a dispute with a former resident was handled. He opposed singling out anyone by name and posting it on the bulletin board. Jim Stanton responded by saying that he had considered several options for responding to the former resident's improper actions and felt that posting the notice was in the best interests of all concerned and would not involve any outside agencies. As a result of this incident, all locks on the common storage areas have been changed. Any resident needing access to these areas will have to see Tom to unlock the doors.

**Financial report:** Jim gave a brief report on the current financial position of the Association. Our expenses are very close to budget predictions and our receipts are about \$1,000 below. Receivables are very difficult to assess accurately on any given day because some owners pre-pay in advance and others are late and owe late fees.

Unit #113 currently owes \$7494.00 in back assessments and maintenance fees. This problem has been discussed many times with no progress made on collecting what is owed or enabling the Association to rent the unit to recover some of the arrears.

**Jim asked for a motion to suspend the use of #113's parking space and storage locker until the fees are settled. The motion was moved by Rosemarie Claxton and seconded by Bill Hopson. The Board voted 6-0 to approved the motion. Terri Westwood abstained from voting due to personal reasons.**

Unit #213: The rental money from the unit is being applied fees owed the Association.

Unit #517: The unit has been turned over to the bank after the owner passed away. Currently, no one is paying monthly fees.

Unit #122: The tenant is slow paying even after the rent was reduced. They are 2 months behind and owe some electric. Their lease was not renewed and they are on a month to month program. Payment is expected in the near future.

**Maintenance:** Jim commented on the need to secure the storage rooms on each floor. Owners constantly ask for more security and changing the locks was the best way. It's more inconvenient to residents, but past events have made it necessary.

Jim also discussed the efforts to identify the owners of all storage lockers and to ensure that each unit has the dedicated use of only one locker. All excess lockers were put on a rental program and at the current time all such lockers are rented.

Tom reported that several waste pipes on the 7th floor were leaking and have been repaired.

Out of 14 circuit breakers only 8 are working properly. Progress is being made on replacing the others.

All required inspections have been made for the year. We passed all but the fire sprinkler inspection. 300 Sprinkler heads are not working due to age and corrosion. Estimates to replace them are in the \$15,000 to 17,000 range. Tom said that he could do it in-house for about \$10,000. The Board unanimously approved Tom's suggestion.

160 ceiling light fixtures in the common areas have been replaced with newer and more efficient units. Thanks to the help of owner Lou Keffer, these new lights were purchased at a price less than the cost of repairing the old fixtures. They provide more light and use much less electricity than the older ones.

Tom reported on the condition of the kiddies pool. The pump and motor need to be replaced frequently due to their small size and constant operation. The law does not require 24 hour filtration for a pool of this size, and he asked for and received permission to put this pool on a timer to extend the life of the motors.

There was a sewer back-up in the basement due to failure of the city system outside. An alert resident notified Tom in time to prevent a real disaster. All residents PLEASE report any water on the floor of the garage immediately.

The generator room has been enclosed and air-conditioned. Re-wiring is in progress. All will be ready for storm season.

Re-wiring of hallway receptacles is in progress as time permits. The lawn sprinkler system wiring has to be up-graded.

3 more hot water heaters have been replaced. 1 more is still leaking and has been turned off.

12 more main shutoff valves in the units still need replacing and then all valves will be done. All owners and residents who leave for an extended period of time are asked to turn off the hot water breaker and to close the main water valve. The Board authorized Tom to turn off any units that are unoccupied.

Tom also advised owners that the washing machine hook-up valves should be replaced. See Tom about replacement cost.

Tom asked that residents point out to him areas that may need touch-up painting. He also suggested that the building painting project be put off until the fall after the hurricane season. Paint manufacturers will not warranty the paint after winds of 70 mph or above and the low price he negotiated will be good until the end of the year.

The company that installed our new elevators has been bought out by Otis Elevator. If there are any problems or concerns please call Tom first and not the company.

Debi is compiling an up-date list of vendors, suppliers and service companies.

All unit owners are entitled to wind mitigation discounts on their insurance policies. Debi can supply info for you.

**New Business:**

**Jim explained a new medical benefit plan for employees for the Board's consideration. This in-house plan would provide up to \$5,000 in reimbursements per employee per year for out-of-pocket medical expenses not otherwise covered by their own insurance. Requests for reimbursements will be submitted to, verified by, and paid through Dave Doolittle who will oversee the program.**

**A motion to adopt this plan was made by Jim Stanton and seconded by Allyson Huskisson and approved by unanimous vote of the Board.**

After an open floor discussion about the quality of TV service provided by Advanced Cable showed several areas of discontent, Dominic Salvador and Pinky Burgos were appointed as a committee to review the problems with the owner of the cable company and report back at the next meeting.

Tom brought up the problem of incomplete pest control throughout the building. We have a contract with a professional pest control company, but a group of owners refuses their services. This causes gaps in pest control coverage in the building and allows insects to spread into areas that have been treated.

**A motion was made by Bill Hopson and seconded by Mary Burgos that:**

**All unit owners will now be required to furnish proof, in writing, with receipts, that their unit has been serviced by a licensed pest control company at least twice each calendar year. All owners who agree to in - unit service by the Associations' contracted provider will be deemed to have furnished that proof, and no action is required on their part. Any unit not complying with this directive will be considered a hazard to the health and welfare of the building and its inhabitants and the Board will take any legal action necessary to correct the situation.**

**The motion was approved unanimously by the Board.**

Residents are reminded that all entrance doors, especially the ones leading from the garage to the elevators, be closed securely all the time. Please do not leave them propped open.

Jim brought up the matter of building wind insurance. It is a very large portion of our insurance premium and our deductible is calculated as a percentage of our building's appraised value. Currently our rate is 3% of 20 Million dollars or \$600,000. We have never had claims that came close to that amount. Therefore, the insurance committee recommends that we raise our deductible to 5% or \$1,000,000. This will result in a considerable reduction in premiums and not affect our realistic deductible responsibility.

The insurance committee recommended putting \$800.00 per month of the savings into a sinking fund (reserve) to cover any or all of our insurance deductibles.

**A motion to put \$800.00 per month, starting June 1, 2011, into a reserve account to accumulate funds to cover insurance deductibles was regularly moved and seconded. The Board approved the motion unanimously.**

Rosemarie Claxton reported progress on the budget review.

No further business came before the Board and the session was adjourned at 12:45 PM

Respectfully submitted,

William Hopson, Secretary