

# OCEAN VIEW MANOR CONDOMINIUM ASSOCIATION, INC.

3600 SOUTH OCEAN SHORE BOULEVARD

FLAGLER BEACH, FL 03624

## MINUTES OF THE BOARD OF DIRECTORS' WORKSHOP

January 12, 2011

President Jim Stanton opened the session at 11:00 AM.

Present were Directors Pinky Burgos, Rosemary Claxton, Bill Hopson, Bob Minahan, Alf Olsen, and Jim Stanton. Terri Westwood was absent. Also present were Maintenance Manager Tom Pawson and Office Manager Debi Pawson.

Minutes of the previous meeting were approved as distributed.

**Financial Report:** because the end of the year financial report has just been received from Dave Doolittle, our Accountant and CAM Manager, Jim read through the report item by item recapping the year's income and receipts. He reported that we had a budget of \$509,000 and collected 507,000. We budgeted spending \$506,000 and spent 503,000. We did spend a lot of money out of deferred maintenance and painting accounts.

Our maintenance fees collected were lower than the budgeted amount. Unit 222 taken over by the bank owed us much of the delinquency. They did pay us some, then stopped payments again until January when they paid more on their account.

Another problem concerns unit 113. It is about \$4550.00 behind in their account due to legal and apparent marital problems. We have helped to mitigate damage to the unit and tried to negotiate an arrangement whereby we could rent the unit

and apply the income to the delinquent account, but we were unable to get an agreement with the owners.

Our budgeted reserves for bad debts of \$3,000.00 were used to partially offset some of the delinquencies.

Overall, our receipts were down about \$2,000 against the reserve of \$3,000, so broke just about even. Next year's budget is also very tight, but realistic in its projections.

The rental fee for unit 122 has been reduced to \$750.00/month in order to keep the tenants who are experiencing financial difficulties.

Unit 213 is going to rental and we will collect the rent until the arrears are caught up.

Another unit owner with uncertain employment is trying hard to catch up and will send two checks per month whenever funds are available.

Copies of the full financial report are available in the office.

**Correspondence:** 2 letters were received from the attorney representing us in the matters involving unit 113. We have offered to rent, insure all parties, and furnish the unit and apply the income to unpaid fees owed to us. The owners have refused to cooperate or discuss the matter. Bill reported that trying to force the issue would be futile and negotiations to resolve the differences should be left to the attorney and the courts. In the meantime, we have to subsidize the unpaid fees.

A letter was received praising Tom and Debi for their exceptional efforts on behalf of the building and the Association. Jim commented and the Board agreed that our current work force is the best that we have ever had.

A letter from Jeff McCusker referring to his late Mother's unit being foreclosed by the mortgage company. He thanked us for our cooperation and apologized that it was financially impossible to come to terms with the mortgage holder to prevent the impending foreclosure.

Letters between Chris Labour and Dave Doolittle concerning line items in the budget were read. No action was taken and Chris had no further comments.

A noise complaint from unit 214 concerning continual dog barking in unit 314. They were advised to call the town Code Enforcement when the disturbance is going on. We do not have the authority to enforce noise control ordinances.

**Maintenance:** Tom reported that all exit doors from the garage have been repaired. A new drainage pit has been dug into the pool stairway. Other stairwells will be done as time allows.

3 areas of the garage ceiling have been repaired. We are continuing to do more areas. The re-bar in the concrete is rusting and causing chunks of debris to fall.

Tom showed samples of corroded water piping he has been replacing in the electrical room and throughout the garage area. The secondary waste piping for the 9th floor was improperly installed and now is corroded and leaking onto the 8th floor ceilings. It's a messy, complicated and extensive problem that has to be addressed, and, unfortunately, will cause some inconvenience to the 8th floor units. Tom recognized the invaluable help he has received from plumber Bill Spoza.

The vent pipes in the pool cabana were replaced while the pool area was under repair. The main pool and the small are both done and water will be added soon. Chuck, the painter, was thanked for his excellent work on this project all other tasks throughout the building.

Many hallway light fixtures' ballasts are failing and need to be continually replaced. Tom was asked to get an estimate of the cost to replace the fixtures with newer technology that would eliminate the ballasts and ultimately lower the costs of lighting the halls.

The hot water heater and valves in the 5th floor laundry room both failed and had to be replaced. 23 main water valves and 20 hot water valves in units have been changed. 31 more requests are on file. All owners are requested to take

advantage of our offer to replace a main valve for \$50.00 plus \$25.00 for a second valve.

Tom has found three more areas of bad paint on the building.

He is changing the hinges on the storage lockers as time permits. We now have a few extra lockers and Tom suggested that some owners may want to rent one. Jim said that no owners should use more than one locker without paying for the extra ones used.

Tom asked the Board how to handle requests to replace defective electrical outlets on unit balconies. Who owns the outlets? The Board's position is that we own the balconies and will replace the outlets upon an owner's request, but the electricity used is the owner's responsibility.

The main breakers in the electrical room need to be tested periodically. The building electric will be turned off briefly each time. Tom will provide adequate notice to residents when this will occur.

Tom asked about the storage closets on several floors. Who can use them? Jim suggest any resident can store small items such as luggage or boxes. No furniture should be stored in these rooms. All stored items should be labeled with the unit number. Unidentified items may be disposed of after 30 days. Owners will be informed of our new policy.

Residents occupying parking spaces other than that assigned to their unit without receiving permission from the space's rightful occupant will get a letter requesting them to move their vehicle or it may be towed at their expense.

The sliding doors and windows in the manager's unit will need to be replaced. Tom will investigate costs, etc.

Many window screens are in bad shape and will not withstand pressure washing. Everyone will need to be notified about the chance for damage and have an opportunity to remove the screens before any pressure washing of the building starts. We will not be responsible for any damage after notification.

The next meeting will be the Annual Membership Meeting on March, 12,2011 at 10:00 AM. The terms of Jim Stanton, Rosemary Claxton and Alf Olsen are expiring. All owners will receive written notice of the dates and items required. Please return your proxies and votes as soon as possible.

The session was adjourned at 12:45 PM

Respectfully submitted,

William A. Hopson, Secretary