

# OCEAN VIEW MANOR CONDOMINIUM ASSOCIATION, INC.

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*3600 SOUTH OCEAN SHORE BOULEVARD*

*FLAGLER BEACH, FL 03624*

## MINUTES OF THE BOARD WORK SESSION

**JULY 8, 2009**

Association President Jim Stanton called the session to order at 11:00 AM. Directors Rose Mary Claxton, Pinky Burgos, Neil Francis, Bill Hopson, Jim Stanton and Terri Westwood were present. Bob Minahan was absent. Office Manager Gloria Natalicchio and Maintenance Manager Tom Pawson were also present.

Minutes of the previous meeting were approved as distributed.

**TREASURER'S REPORT:** Jim reported in place of the absent Bob Minahan. Our cash system of accounting makes the June financial report seem out of balance. If the elevator expense, which is covered by the assessment, and the insurance expense, which is listed for the full 12 months instead of the actual 6 months, are taken out, we are actually ahead of budget. In addition, we are due to receive approximately 11 Thousand dollars refunded from our insurance premium which will make us even more ahead.

Tom reported that at the time of the work session, we owed approximately 55 thousand dollars to Coastal Elevator. We should finish the elevator project slightly under the projected costs.

4 owners are 1 month delinquent on their monthly assessments totaling +/- \$1,200.00.

9 owners are delinquent on the elevator assessment totaling approximately \$5,900.00. 5 of them are on payment plans worked out with the Board, and 4 are not co-operating and are being charged late fees every month they are behind in their payments.

The Treasurer's report was unanimously accepted by the Board.

**AUDIT COMMITTEE:** Rose Mary Claxton reported that after a careful examination, the accounts receivable showed a slight discrepancy of about \$481.00, but additional reconciliation with Dave Doolittle's records should bring everything into balance. All other records seem to be in good order, and she is satisfied that our financial records are accurate and well maintained.

The Board accepted her report with thanks for a job well done.

**MAINTENANCE REPORT:** Tom reported that both elevators are in running condition. Car 1, the freight elevator, has passed all of its inspections and is fully operational. Car 2 is finished, but cannot be put into operation until all of its inspections are completed later this month. Coastal Elevator has finished its work about 1 month ahead of schedule. The car panels have been cleaned and/or replaced. New carpets in the elevators will be installed. We now have two new elevators. The only things left of the originals are the rails and the boxes. Everything else is new.

Tom asked that care be taken when pushing buttons on the new panels. Calls have been accidently placed to the emergency service.

The new "brain" in the elevator controls keeps a record of all elevator activity and problems. An emergency call goes directly to Coastal Elevator's monitoring service and they notify their nearest mechanic and Tom. This service is covered under the monthly service fee of \$600.00 which will start in August.

Kudos were given to Gary Bohack for a job well done in keeping the common areas clean and shipshape.

A new fuel system for the generator has been installed with funds saved from the elevator account.

Everyone was reminded that the posted emergency numbers are for real emergencies, not for personal valet services.

Tom inspected 42 hot water heaters at the owner's requests. 22 of them are over 12 years old and should be replaced. Tom arraigned for the purchase of 10 heaters at a cost of \$225.00 each. Bill Spoza will install them for an additional \$225.00. Before the end of the session, all 10 heaters were sold. Tom will procure another 10 when space is available.

All owners who have not yet done so are urged to have their heaters inspected and replaced if necessary. Jim reminded all that water damage is the responsibility of the owner of the defective heater.

**A MOTION TO CHARGE THE PURCHASE COST OF THE NEW HEATERS TO THE DEFERRED MAINTENANCE ACCOUNT WHICH WILL BE REPLENISHED AS THE OWNERS PURCHASE THE HEATERS WAS MADE BY JIM STANTON AND SECONDED BY BILL HOPSON. THE MOTION WAS UNANIMOUSLY APPROVED.**

Jim clarified responsibilities relating to drywall damage caused by flooding water. Owners are responsible for most repair and replacement of drywall damage. The Association is responsible ONLY FOR DAMAGE COVERED BY AN "INSUREABLE CLAIM"

The Association is responsible for wind damage to 122 A/C compressors on the roof. We are working to ensure that all units are properly elevated, on good mounts and are securely bolted down.

During flooding conditions, we have one water vac that everyone wants to borrow and Tom has to use. After suggestions from Tom and Gary, Tom was

authorized to purchase 1 more large vac for Gary's use and several smaller ones that can be borrowed by owners.

Tom reported that someone has been dumping cleaning materials into the sump pumps and they are clogged with debris. This could cause dangerous flooding , and the practice should be discontinued at once.

Tom will inspect and repair rusting bolts on the balconies. Balconies are part of the common elements and nothing should be hung or affixed to the railings.

2 numbers for each parking place seem to confused some drivers. Our long-range plans include revamping the numbering system.

A general discussion involved cars in the parking garage with no license plates or registration, flat tires, junk left in parking spaces and various other complaints. The Board did not wish to enact any rules pertaining to these matters, but instead asked for reasonableness and neatness in regard to the parking spaces.

NO SMOKING signs do not seem to be working in the meeting room. Occupants are reminded that there is NO SMOKING allowed in any of the common areas inside the building. No action was taken regarding complaints of smokers in the pool area. Smokers are asked to be considerate of others.

Everyone is reminded that NO DOGS are allowed in the pool area. This is a Board of Health ruling

A general discussion was held on the topic of rules enforcement and responsibility for damage to the common areas. The consensus is that identifiable and provable damage caused to the property by owners, occupants, tenants or guests in a unit be charged to the owner of that unit. The Board already has this authority under the existing rules and regulations.

Tom researched the possibility of procuring a whole building water filter. At a cost of between 84 to 95 thousand dollars, it did not appear to be a practical idea.

Curbing has been placed on the north property line. It will be painted after the concrete cures.

A new table, umbrella and 4 chairs have been purchased for the pool area. They will be bolted to the deck.

Alf Olsen announced that he is no longer available to help Tom with building work. He feels Tom needs extra help for many bigger jobs. Alf commended Tom for his efforts and the fact that he has saved the building thousands of dollars with his knowledge and expertise.

Jim said that Tom has the authority to hire occasional help as needed.

Tom was given the OK to look into procuring an automatic pool cleaner.

**NEW BUSINESS:** The wireless internet connection in the meeting room is for use in the meeting room only. The signal was being used for free as far away as the Nautilus. Butch is working on a new system to prevent this misuse. Unit owners may want to look into purchasing their own router.

Isaac Echeverria, a tenant in unit #121, is a licensed professional personal trainer. He is highly qualified in many areas of nutrition, exercise and fitness. He has offered a free instructional class in personal fitness and the proper use of the equipment in our gym. The Board asked him to provide a copy of his proposal flyer for our review and to assure us that he will assume all liabilities and responsibilities for his program offerings and outcomes.

The Board heard comments and complaints concerning the occupant of unit #215. A list of violations and letters of complaint regarding this person were read and discussed. Of particular concern is the condition of the balcony on #215 and her general disregard for the established building rules and regulations. The Board was read a list of help and services provided to her free of charge by the building employees. Jim assured the audience that continuing efforts have and will be made to correct the problems. The new owner of #215 has been sent copies of all correspondence relating to the unit.

**A MOTION TO PLACE A LIMIT OF 3 PLANTS PER UNIT ON BALCONIES AND TO PROHIBIT AFFIXING ANY PLANTS OR HANGERS TO THE BUILDING, RAILINGS OR BALCONY OVERHEAD WAS MADE BY JIM STANTON AND SECONDED BY NEIL FRANCIS. THE MOTION PASSED UNANIMOUSLY.**

Rose Mary reminded everyone that shoes and cover-ups are required inside the building. The rules are prominently posed and we ask for compliance by all occupants.

Gloria was asked to write a letter to the occupant of #215 stating that the excess plants must be removed within 7 days or we will do it and assess her. She is also to be reminded that her items stored in the electrical areas must be removed immediately. The owner of #215 will receive copies of all related correspondence.

As there was no further business to come before the Board, the session was adjourned at 1:35 PM.

Respectfully submitted,

William Hopson, Secretary