

OCEAN VIEW MANOR CONDOMINIUM ASSOCIATION, INC.

3600 SOUTH OCEAN SHORE BOULEVARD

FLAGLER BEACH, FL 03624

MINUTES OF THE BOARD OF DIRECTORS' WORKSHOP

MAY 12, 2010

Association President Jim Stanton called the meeting to order at 11:15 AM Present were Directors Rosemary Claxton, Bill Hopson, Jim Stanton, Bob Minahan, Pinky Burgos, Terri Westwood and Alf Olsen. Tom Pawson, maintenance manager, and Debbie Pawson, office manager, were also present. Minutes of the previous meeting were approved as distributed.

FINANCIAL REPORT: Jim Reported that we are currently about \$11,000 over budget for our expenses. Collections of monthly assessments are good except for 3 problem units in foreclosure or close to it. 2 additional units are seriously late with their payments. Currently, unpaid and late assessments total \$11,369.00. We are working with Dave Doolittle and our attorney to contact the delinquent owners and arrange for payments being brought up to date.

CABLE TV SERVICE: Butch was present at the start of the meeting to answer questions and to report on the state of the service. They are continuing to upgrade the channels; #24 and #35 will be the next ones to get HD. Within 30 days he promised that a TV Guide will be added to the line-up.

MAINTENANCE: Tom reported on the status of projects completed and on-going.

The decision to re-tile the lobby area was made because of the extremely deteriorated condition of the original tile and the excessive costs to repair and maintain it. In addition, mold and termite damage were found in the lobby walls and tile would have been torn up to correct the condition. Because of the local economic conditions, the tile and the contractor were obtained at a considerable cost savings. The tile was purchased at approximately 1/3 of its original cost and

the contractor's labor cost was about 1/2 of normal. By replacing the tile now, we saved about \$10,000 from what the standard pricing would be and eliminated the need for continuous cleaning and re-sealing every six months that the old tile would require. The long-term savings will be substantial.

The asphalt parking area has been redone including resurfacing, new car stops, soil, grass and new filters for the pool. All costs were covered by the insurance companies for damages we suffered as a result of the hydraulic oils spill from a town garbage truck.

The storage areas on each floor are being cleaned out. The electric meter rooms on floors 5,6,7,8, and 9 are done and the rooms re-keyed. Only Tom, FPL and the Office emergency key locker have keys to the meter rooms. Floors 2,3 and 4 still need more work done to clean them out. Any owners with materials stored in these areas are urged to remove them or risk having them thrown out.

The exterminator could not get into all units because many keys were missing. Tom has replaced about 50 keys and now the exterminator can treat all units that want the service. Tom will supervise the treatments to insure that all the common areas are treated as required in the contract.

As the balconies are being redone, Tom inspects the bath tubs in the adjoining units. 3 tubs were found to be in very poor condition and should be replaced. The unit owners have been so notified. Approximately 1/2 the building has been inspected so far.

7 balconies were found to be in very bad condition. The protective membrane has been damaged allowing the elements to attack the exposed material underneath. Metal furniture left on the balconies is a major danger to the membrane. Rusting metal and/or dragging sharp metal over the balcony surface will break the seal. The membrane, which is very expensive, is warranted for 10 years if it is not broken. We strongly recommend plastic or wood furniture only on the balconies.

Upgraded lighting has been added to the south side of the parking garage. New outlets powered by the generator for emergency use only have been added. The

breakers for these outlets are located in the main office. The mid-section of the garage will be done as time and funds permit.

A rain shield on the elevator tower has been installed to prevent leaks into the elevator shaft. Lights have been installed to illuminate the tower at night.

Tom will investigate the possibility of installing a lighted flag pole in an appropriate spot on the grounds.

The fire sprinkler valves have been changed and up-dated. We are striving for 0 leaks.

The East stairway has been painted and the lighting up-graded. All 3 stairways are now done and should be good for a long time.

The garage door springs have been replaced due to wear and tear. The new springs are longer and heavier.

The solar cover is off the pool and the solar heating system leak has been repaired.

The State of Florida has now outlawed Freon based air conditioning units. If a compressor breaks down, the total system has to be replaced. Tom is trying to stockpile some replacement units, but the supply is very limited.

Two ceilings damaged from water leaks from above have been repaired and re-painted.

Secondary waste pipes are being inspected and leaks repaired. Many units need replacement flappers to stop leaking toilets. This not only wastes valuable resources, but costs us money on increased water bills.

A motion by Alf Olsen seconded by Terri Westwood was unanimously approved to authorize Tom to secure some universal flapper valves and to replace old leaking ones as needed.

The common area toilets are not up to code. They will be replaced as time and funds permit. The men's room in the lobby has already been done.

4 new storage lockers have been build in the basement. 2 owners had no locker because some owners have claimed more than the 1 locker allotted for each unit. We will be working to eliminate the use of multiple storage areas

All yearly inspections have been passed successfully. We now have a chemical fire extinguisher for hazardous materials. The insurance inspections are tougher and tougher each year.

The shrubs for around the new railings will be planted as soon as the all of the asphalt work has been completed. They are also covered by insurance.

The carpeting on floors 2,3 and 6 are being evaluated. Estimates to commercially clean each floor for \$150.00 or replace the carpeting for \$2,700.00 were received. The Board opted to have each floor cleaned now and to consider replacement later in the if funds are available.

The manager's unit has a washer-dryer problem. Because we leased the unit with a working washer-dryer, the Board feels we are obligated to replace the worn out unit. Tom was authorized to purchase a new unit and have it installed.

After the tile work is completed the lobby area will be re-sheet rocked and painted. We will use the same colors as are in the meeting room.

A new cleaning service, Hendrickson Cleaning Service, (Marileen and Gilbert) has been employed. They will work 5 days a week from 8AM to 12:30 PM. Reviews so far have been excellent.

Tom is investigating the feasibility of installing a whole-building surge protector to prevent surges from knocking out the elevator service. The cost to restart is expensive each occurrence.

The Kiddie pool is shut down because of leaks. The insurance carrier says it has to be covered if left that way. The big pool is also leaking and needs to be repainted. We will try to limp along with the current situation until they can be addressed next winter.

As time permits, the garage parking spaces will be renumbered to eliminate confusion

A great deal of maintenance and repair has been done to the building and grounds including the roof, air-conditioning, lighting, painting, balcony repair and many other projects. All most all of it done by our very competent in-house staff efficiently and at a cost considerably below commercial market prices. We have spent money, but it has resulted in a building that is now under control and in excellent shape. Tom and his crew were commended for their excellent work on our behalf.

In other business: In response to a recommendation from our insurance broker, and after a presentation by Holly Douglas representing ServiceMaster Clean, the Board agreed to enroll in ServiceMaster's 866Recover program giving us preferred status in response to fire, water and smoke related events. They will respond in 2-4 hours of being notified of an incident. There is no enrollment cost and no obligation on our part. We pay only for the services we authorize.

There was no further business brought before the Board and the meeting was adjourned at 12:40 PM.

Respectfully submitted by:

William Hopson, Secretary