

**OCEAN VIEW MANOR CONDOMINIUM ASSOCIATION, INC.**

**3600 SOUTH OCEAN SHORE BOULEVARD**

**FLAGLER BEACH, FL 32136**

**MINUTES OF THE BOARD OF DIRECTORS' WORKSHOP**

**NOVEMBER 14, 2012**

President Jim Stanton opened the session at 11:05 AM. Directors Norma Friel, Bill Hopson, Allyson Huskisson, Jim Stanton and Bob Minahan were present. Maintenance Manager Tom Pawson and Office Manager Debi Pawson were also present.

Minutes of the previous meeting were approved as distributed.

Jim opened the meeting with a discussion of the proposed budget for 2013. He went over the line items one by one and explained the reasons for any changes from 2012. The budget proposal assumes a 2% increase over the total for 2012.

With the meeting opened to public comment, several owners questioned some line items and Jim explained the reasons behind the numbers. Of some concern was the installation of "Smart Meters" by the electric company. It was explained that the new meters were not a threat to health, were more efficient and may prove helpful in times of power shortages or outages.

At this point Jim closed the public discussion and called for comments and action by the Board on the budget proposal.

**Norma Friel moved and Allyson Huskisson seconded a motion to approve the proposed budget. The motion was unanimously approved.**

**Financial report:** Jim reported that the 10 month financials showed us slightly over budget, but on track to be right on target by the end of the year. Delinquencies at this time are not a major concern. Several units are slightly behind, but are expected to be up to date soon. The 12 units that are pre-paid to the end of the year skew the operating budget numbers slightly, but should balance out by year's end.

\$4,500.00 has been added to the budget to cover the cost of possible delinquencies in 2013. The reserves will be adequate to meet State and Federal requirements for mortgage approvals and we now have implemented an insurance reserve fund to help cover our deductibles in case of a large loss to our building.

**Maintenance Report:** Tom reported on the painting of the front entrance, stairways, locker areas and the shuffleboard court area. Major repairs are underway on the tennis court. Painting and replacing fence posts, a new net and posts, and a new gate are among the items being worked on. The new gate is to keep the court area for tennis only. Tom, the office and Val Burgoes have keys to the gate. Call them if you want to play.

The stairway to the pool has been re-done and painted. The steps are now up to code requirements. A gutter has been installed to catch water that has been seeping onto the stairs.

A waste pipe in the office ceiling had to be replaced and the resulting damage to the area caused the carpeting to be removed. This revealed

a large uncapped waste pipe the was infested with insects. Professionals treated the area, eliminated the nests and we hope that this will help solve the problem of the infestation in the trash and garbage area of the garage.

Tom has top-coated 12 balconies. All major repairs to balconies are completed. Some small repairs will be done as time and weather permit. Electric meters to all units have been replaced with smart meters. The building meter is unchanged.

New lights have been installed, but still need adjusting, on the roof of the elevator stack.

One unit has had a severe mold problem, but now is under control. Tom again urged all unit A/C units be set to 78 degrees when the unit is closed up. This will prevent mold from forming.

The roof will be re-coated before the annual insurance inspection.

The Board accepted Tom's report with thanks all he has done and is doing.

**Old Business:** Jim said that the Attorney he retained is working on the By-Laws revision. Various types of pictures of the building are available for purchase. See Debi for details. We are working to make the web site more accessible and informative including maybe a "Tip from Tom" on maintaining your unit.

Business was concluded and the meeting was adjourned at 12:05 PM.

Respectfully submitted,

William Hopson, Secretary