

**OCEAN VIEW MANOR CONDOMINIUM ASSOCIATION, INC**

**3600 SOUTH OCEAN SHORE BOULEVARD**

**FLAGLER BEACH, FL 03624**

**MINUTES OF THE BOARD WORK SESSION**

**November 18, 2009**

Association President Jim Stanton called the session to order at 11:00 AM. Directors Pinky Burgos, Rosemary Claxton, Bill Hopson, Bob Minahan, Jim Stanton, and Terri Westwood were present. A quorum was present to conduct business. Proper notice of the budget hearing had been given to all members.

Maintenance Manager Tom Pawson and Office Manager Gloria Natalicchio were also present.

**PRESIDENT'S REMARKS:** Jim noted the passing of Association vice-president and long -time resident Neil Francis. He spoke of Neil's many contributions on behalf of Ocean View Manor, the recent memorial service held in Neil's honor and asked for a moment of silence from all present.

**A MOTION BY JIM STANTON AND SECONDED BY PINKY BURGOS TO APPOINT ALF OLSEN TO FILL NEIL'S UNEXPIRED TERM AND TO APPOINT HIM AS VICE-PRESIDENT WAS UNANIMOUSLY APPROVED.**

Alf was seated and the Board is now at full strength.

**2010 BUDGET PROPOSAL:** Jim opened the meeting to full discussion by the Board and all the members present. He gave a few preliminary remarks including an approximate 4% increase in the monthly maintenance, the deferred maintenance will be raise to a level of \$36,000 per year giving us more reserves for unexpected expenses and helps assure banks and other lenders that OVM is in a sound financial position. Our new insurance carrier has promised to hold pricing at the current level. At the previous meeting, Tom Pawson was granted a well-deserved raise by the Board.

Karl Music questioned the increase in maintenance costs. Jim said that the raise to Tom and the use of Chuck as building painter along with the many projects done in-house generated the line item increase. This is mostly offset by a decrease in the Building maintenance area of the budget. Savings are shown in elevator costs, generator repair and maintenance, roof repair and other work now done by our own personnel.

Riad asked about the contract dispute with Schlindler. It is still unsettled and in the hands of Attorneys. We expect it to be settled in our favor.

A question was raised about the default provision, a new line item. Jim explained that this is money being set aside to help cover any unpaid monthly assessments. Currently, 1 unit is in default and no fees are being paid. There is talk that another unit may soon follow. The \$3,000 may not be enough as we need to keep possible mold growth under control Tom is doing this as economically as possible in the vacant unit. Jim emphasized the budget is very tight.

Karl Music questioned the new fencing on the south side of the property. The residential grade fencing had deteriorated and had to be replaced. Plastic fence, as is on the rest to the perimeter, is very expensive and there are some questions as to its durability. The tight budget says we couldn't afford more of the same. The new chain link fencing will cost about 1/3 of the plastic, and will be covered with jasmine planting to add to its appearance.

Dominic questioned line item #1002 transfers to deferred pooled maintenance reserves. Jim feels that \$36,000 is the appropriate amount in reserve for a building this size. Banks want the reserves to be at a high level. Money will be available for roofing repairs that are now underway. Tom added that the reserves will also be used to fund repairs to the balconies. The balconies were not re-coated as required and many were not properly caulked. Adequate reserves should fund these repairs without the need for special assessments.

Dick Rock asked about leaking windows. Tom will investigate.

At this point Jim closed the discussion and asked the Board for a vote.

**TERRI WESTWOOD MOVED AND ALF OLSEN SECONDED A MOTION TO APPROVE THE BUDGET PROPOSED FOR 2010. THE MOTION PASSES UNANIMOUSLY.**

**TREASURER REPORT:** 1 unit is in maintenance default since June and also has not paid about \$600 in elevator assessment. 2 units are 2 months behind in maintenance, and 5 units still owe for November. All units on time payment plans are on schedule. Late charges are imposed on all overdue fees with no exceptions. The 10-month financial report

shows us about \$23,000 under budget. We still have to make up for last year's short-fall.

**JIM STANTON MOVED AND TERRI WESTWOOD SECONDED A MOTION TO APPROVE THE TREASURER'S REPORT. THE MOTION CARRIED UNANIMOUSLY.**

**MAINTENANCE REPORT, TOM PAWSON:** A custom made solar cover and related materials for the pool have been procured. We need to set up a schedule for its use. When the cover is in place, winter hours for the pool will be 9 AM to 4 PM. Tom will usually handle the opening and closing of the cover. A volunteer committee of Ed Lauch, Val Burgos and Alf (emergency only) Olsen will handle the chores on Tom's off days. Signs for the new hours will be posted.

The tennis court net is ripped and should be replaced. Val Burgos will consult with Tom to procure a new net.

Tom has to go into each unit to inspect the balconies for damage. Repairs could put the balcony out of service for 3-5 days. Tom was authorized to set up a schedule and notify owners of when work will be done one tower at a time. Owners are asked to not use metal furniture on the balconies to help eliminate the rust problems.

The electrical switches in the cabana area have been changed to timers to save electricity.

The stairways in the 4 parking garage exits are now painted and cleaned.

Riad asked that a new lock be installed on the garage door to A1A to enable access from outside with the building security key. Several who

use this door to the beach prop it open so they can return. This breaches the building security. This is an expensive process, so only the one door lock will be replaced for now.

A/C units for common area on floors 2,4,6,9 have been replaced. Thermostats for each floor had to be replaced due to age and wear. Several residents complained that the 7th floor was too warm. Tom will investigate and correct if necessary.

Painting of the interior stairways is scheduled. The paint supplies are on hand. For safety and security, floor numbers will be painted on the inside of each stairway.

There have been several instances of theft in the building recently; a painting, two bikes, a handicapped tag and a TV router from the meeting room. Tom will provide a safe lock up area for bikes by the sump pump area in the garage. We will have to pay Butch for the stolen router. Wireless service in the meeting room has been restored.

Several written complaints have been received by the Board concerning dogs in the building. Concerns expressed were uncollected dog waste, the number of dogs housed in a given unit and dogs barking late at night. For each verified complaint received, the offenders were sent a certified letter requesting compliance with the building covenants and restrictions.

Ms. Knight requested approval to house two dogs. The Board did not approve the request.

A general discussion ensued as to Ms. Knight's request. She insisted that the word "ask" in the rules did not limit her right to ignore the 1

dog limit set by the building regulations. the consensus of the Board and all other owners in attendance is that one dog per unit is an appropriate number, and the rule should be enforced.

**A MOTION BY JIM STANTON AND SECONDED BY BOB MINAHAN THAT THE WORDING OF THE RULE ON DOGS SHOULD BE CHANGED TO READ THAT "OCCUPANTS OF ANY UNIT SHALL NOT HOUSE MORE THAN ONE DOMESTIC ANIMAL IN THAT UNIT". THE MOTION PASSED UNANIMOUSLY.**

Dominic stated that office supplies and equipment are paid for by the owners and they should not be charged for having a document copied or a fax sent. The Board agreed and, by acclamation, moved to drop the \$1.00 fee for reasonable requests to copy and fax owners documents.

A complaint was made from the floor regarding dogs running loose and soiling carpets. When new carpeting is installed, a new product will be used that will treat the carpet to repel dogs and prevent soiling.

Advanced Cable is in the process of installing HD TV service. When installation is complete, some TV sets may need re-programming. Butch will do it for free, if requested.

Owners who have problems with the new law regarding costs associated with re-cycling and garbage fees imposed on rental units are asked to contact the City of Flagler Beach directly. The Association has no way to intervene.

Owners are asked to ensure that 2 sets of keys are provided to the office. One set is solely put aside for emergencies and the other is for use by the pest control service.

Owners are asked to notify the office of any change in telephone numbers. Incorrect numbers will not allow the remote door buzzer to operate.

Owners are reminded that if they plan to be away for any length of time, they should turn off the water supply to their unit, put down shutters and clear the balcony of all furniture.

Mr. Foley presented the Board a list of suggestions to improve communication with and among the owners and occupants.

- Create web site...We have one at [oceanviewmanor@ipower.com](mailto:oceanviewmanor@ipower.com).
- set up an e-mail notification system for dissemination of general information.....The Board thought this a good idea, and we will develop a program.
- Develop a listing of owners who are full-time, part-time, etc.....this does not seem feasible, the owners rarely cooperate in providing this information.
- Establish better communication and relations with local governing bodies.....we work on this all of the time, but have had little success.

There was no further new business and the meeting was adjourned at 12:45 PM.

Respectfully submitted, William Hopson, Secretary

