

Club Ocean Villas

Board Meeting Minutes

Saturday October 21, 2017 / Art League of OC

Officers and Directors Present: Mike Graves, Steve VanRees, Jim Russell, Phyllis Carl, Richard Zimmerman, Linda Hunt, Perry Causer, Mike Sereikis and Joey Camacho.

Absent: Cynthia Brown Wooten

Minutes were approved from the April 29, 2017 board meeting.

OCREM REVIEW: COV Officers brought to the attention to the board members some concerns of the current management company:

The accounting capabilities of the management company appears to be weak in having correct coding of expenses and income. The reconciliation of the roof project collections has been poorly recorded. The officers have pointed out to OCREM many errors in the spreadsheet they produce. The total amount collected and what is owed does not add up to \$214,000.00. We also had complaints on lock box system & the delay of OCREM returning phone calls.

At this point, OCREM has been unable to provide a date to review these concerns in detail with the officers and come up with an agreed upon resolution.

ROOFING PROJECT: President Mike Graves reported that the roofing project has gone very well from start to finish. We had 55 total sheets replaced. The estimated allowance by FA Taylor was originally 25 sheets. The additional cost will be \$1650.00.

Once the roofs are completed, FA Taylor will arrange an inspection from GAF Company. One concern discussed was that the color of GAF Azek board installed is white and not the best choice for our buildings' color scheme. FA Taylor explained that boards could not be painted due to the fact that it could possibly cancel out the warranty on the roofs. Therefore we will need to allow nature to fade the boards over time. **Note: the Roofing and Gutters were completed the week of November 6, 2017.**

PLUMBING PROJECT: We have a leak on a main line near the pool and have secured two quotes to repair it. One quote is from Harbor Side Plumbing for \$3500.00 (this is rough

estimate), and another estimate is from Atlantic Plumbing stating it could cost as high as \$10,000.00 plus the asphalt work. OCREM and Jim Russell are trying to secure other quotes.

MISC: The divider walls between units are in need of minor repairs such as cracks in the wall and on top of the wall. Linda Hunt mentioned that other associations conduct annual inspections of doors, HVAC and general plumbing. It was also suggested that we should have inspections done to the breaker boxes to be in code compliance.

Perry Causer pointed out that the board should have pre-approved vendors to do work on windows and sliders in the complex. This discussion was prompted because some unit owners believe that the association is responsible for repairs to sliders since it is part of the frame of building. The board is of the opinion that a good contractor would recommend replacing the frame before installing a new slider door or windows.

The board also recognizes that some plants and trees in the complex are damaging the gates and fences.

By-laws Report: by Steve VanRees

Parking bumpers: it was discussed that the bumpers need a face lift. We have been experiencing a lot of renters not honoring the reserved parking spaces for unit owners which is sometimes due to difficulty in seeing the unit number marked on the bumper. A committee was formed of Mike Graves, Perry Causer and Jim Russell to look into repainting the parking bumpers.

Board Walk is in need of power washing and clear staining. Joey Camacho will be chairing this project and is looking for volunteers. Hope to be completed by Memorial Day 2018.

Beautification Project will be chaired by Phyllis Carl which will include possibly new bushes and landscaping the front area near 120th street.

The board discussed having a shed for storage of tools and equipment to be used by the board members and owners. This would be on the honor system. The board approved to purchase a rubber shed to be installed near the area that was used in the past for recycling. The board also approved purchasing a bike rack to be installed in the same area. The cost is \$220.00 plus shipping.

Nomination Chairperson will be Steve VanRees for election April 2018.

Owners Concerns: Updating landscaping throughout the complex, make pool repairs to tiles and lights.

The board will work to make a list of repairs needed and have these repairs completed by next May. A meeting will be arranged with Marlin Restoration.

List of repairs: siding replace, repair caulk and paint as needed on all building remove popped nails. Trim back trees and bushes , fix crawl space opening closures for all buildings to fit tight, replace ties and red stones around the pool area, replace red stone where needed in the common area, straighten, align and secure the parking bumpers, install bubblers, provide salt in containers for the snow storms.

PARKING LOT DISCUSSION: The parking lot is failing throughout the complex. The owners have pointed out the sinking areas and constant flooding in certain areas. The board approved to have a proposal prepared to know what is needed to address a new parking area and control water drainage to meet county and city code. Patching of the area is an option until we have a completed scope of work prepared by an engineer firm.

Jim Russell volunteers to secure quote from Century Engineering which is out of Dover, De.

Next Board Meeting - Saturday April 28, 2018 8am at the Art League of Ocean City Maryland.

Next General Meeting – Saturday April 28, 2018 11am at the Art League of Ocean City Maryland.

Respectfully Submitted,



James Russell

Secretary/ Treasurer

I. DRAFT LETTER TO BOARD MEMBERS

Dear COV Board Members:

Over the past few months, we believe it has become apparent that it is appropriate for the Board to consider establishing a series of formal COV rules/policies in several areas consistent with COV By-Laws Article V Directors, Section 2.d. Powers and Duties which provides procedures to “promulgate and enforce such rules and regulations..”

In summary, the procedures for adopting a rule or policy involve

- Providing a copy of the proposed rule(s) to all building owners with an effective date
- Allowing a period during which owner can provide written comments
- Holding an “open meeting” with advance notice and a quorum of the Board present for owners to voice their opinion about the proposed rule(s)
- After consideration, the majority of the Board can approve the proposed rule or policy.

We believe that at this time, two rules should be considered:

1. Creation of a set of “Owner and Association Repair/Maintenance Responsibilities” based on the COV I By-Laws.
2. A policy to authorize the Board and its Officers, after proper warning & notice, to tow unauthorized vehicles from the COV I parking lot and make vehicle owners responsible for the cost of the vehicle’s re-location. Given the number of owners who have failed to observe our repeated requests to move their vehicles during the roofing project, we anticipate needing this authority during the anticipated parking lot re-surfacing project.

We ask that your please consider this idea and review the attached so that we can discuss this matter at our meeting on the 21st.

II. DRAFT 'DUTY TO MAINTAIN' DOCUMENT

Club Ocean Villas I
Summary of Association and Owner "Duty to Maintain" Responsibilities
(COV Declaration and By-Laws Club Ocean Villas 1)
October 2017

Owner Responsibilities:

Inside

1. *Condominium Unit*: Vertical property extending from floor to ceiling and horizontally from vertically from interior surface of the interior walls from walls separating adjoining units or common/limited common areas.

Maintain, repair & replacement including

- Equipment, appliances and fixtures,
- HVAC,
- Wallboards, cabinets,
- Balcony, deck, terrace and patio,
Plumbing, electrical, fixtures, outlets, receptacles, and lighting fixtures, and
- Doors and windows.

Outside

2. *Limited common elements*: A portion of common elements allocated for use by one or more but then less than all owners.

Maintain, repair & replacement including

- Courtyard and the concrete patio,
- Storage,
- Common plumbing, vent and waste lines serving horizontally and horizontally adjacent condominiums,
- Deck system- decking, support system,
- Steps,
- Fencing and gates,
- Upper unit privacy wall,
- Lower unit block and stucco wall,
- Block and stucco wall which separates lower units, and
- Boat docks

Association Responsibilities

Outside

“Common Elements” *Elements* which are owned by all owners for all owners (common use.)

Maintain, repair & replacement including

- Land and landscaping,
- Facilities located underground,
- Lighting and utilities to serve common elements,
- Structural parts of the buildings including sills, roofs, outside walls and related structural parts of the buildings,
- Gutters, downspouts, and flashing,
- Sidewalks, boardwalks (not decks and balconies), bulk heading and mooring piles, and
- All other elements of the unit building rationally of common use or necessity for the existence and upkeep and safety shall be general common elements

Based on the COV I By-Laws, the Board of Directors is ultimately responsible for the interpretation and enforcement of this policy. The Board will appropriately and fairly consider all factors which might be the root cause of a problem which results in an owner incurring an expense.

All owners, when planning to repair or replace elements for which they are responsible as described above, that could potentially involve/include a common element must coordinate the repair or replacement with the Board of Directors prior to initiating the project. Such projects could include for example, the replacement of windows or sliding doors.