

# Club Ocean Villas

## General Meeting Minutes

**Saturday October 21, 2017 – Art League of Ocean City**

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

**Absent:** Cynthia Brown Wooten.

**Roll Call taken** - We need 25% to conduct a General business meeting. Total Proxies and attendance was 43 – minutes approved.

**OCREM Report** – given by Cheryl Miller. The Roofing Project continues with Building 8 being completed this week. Total number of 4' x 8' sheathing boards needed to be replaced is 55. This additional cost is estimated at \$1,650. (25 sheets were included in the contract from the roofer.) A discussion was held on the white board used by the roofer. COV Board members questioned the roofer about the choice of color of these boards and were told that they only came in white. The Board had a discussion about painting these boards to be more in line with the other colors on the buildings but there was concern that painting these boards may affect the 40-yr warranty of the new roofs. The Board decided to keep the boards white and will depend on the natural aging and weathering process to fade the brightness of the white. It was also reported that screws were all over the parking lot from the tear off of the old shingles.

**Other Repairs** - Plumbing problems in the main driveway of the parking lot. A section west of the pool has an area that is sinking. We have secured repair proposals ranging in price from \$3,500 to \$10,000, plus additional costs for asphalt work after plumbing is repaired. OCREM and Jim Russell are trying to secure other quotes.

**Additional Roof information** - Roofing and all gutters should be completed the week of November 6, 2017.

**By – Laws** – Please see attached.

**Parking Lot 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.

**Nomination Committee** – Steve Van Rees will chair this committee. A letter will go out to all owners announcing 3 vacancies for Board positions.

**Maintenance and Repairs –**

1. Boardwalk Power Washing - Chaired by Joey Camacho
2. Beautification – Chaired by Phyllis Carl
3. Board to make a list of repairs needed and have these repairs completed by April 2018. A meeting will be arranged with Marlin Restoration.

The Board also discussed that they would like to have a shed to be used as storage for community use tools and supplies.

The Board also announced that a bike rack will be purchased to create a family friendly space. Possible location for this would be an area near the pool. Cost approximately \$313.

**Parking Lot** – The Board announced that the next major improvement project will be repairing and repaving the entire parking lot. The Board approved to have a proposal prepared to know what is needed to address a new parking area and to successfully control water drainage to meet the county and city code. Patching of the most damaged areas is an option until a completed scope of work is prepared by an engineer.

**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

## 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.