

## Club Ocean Villas

### Board Meeting Minutes

**Saturday April 28, 2018 – Art League of OC / Coastal Hwy.**

**Officers and Directors Present:** Mike Graves, Steve VanRees, Jim Russell, Phyllis Carl, Richard Zimmerman, Perry Clauser, Cynthia Brown Wooten and Joey Camacho

**Absent:** Mike Sereikis and Linda Hunt

Minutes were approved from the February 10<sup>th</sup> Board meeting.

**OCREM REVIEW: Cheryl Miller** - Working on confirming that OCREM has keys for each unit. Keys to be used in the event of an emergency. OCREM is also working on providing a vendor list for the complex.

#### **Report from Jim Russell on Financial Statements (prepared by OCREM):**

Jim Presented the aging report for those units past due with their dues. / OCREM continues to have issues with miscoding expenses. / OCREM management fee will increase by 3% per the contract.

- \* We have 20 units who decided to select the 4-year payment option for the new roof assessment.
- \* The expense of storm/snow cleanup is showing on the balance sheet as a zero balance which is incorrect.
- \* As of March 31, 2017 \$117,953.87 is in the Reserve/Replacement Fund.
- \* The prepaid insurance of \$46,223.14 looks to be too high, meaning the insurance expense is too low. The prepaid insurance should be about \$18,000. By June 30, 2018.
- \* The Administrative Expenses are also too high due to coding errors by OCREM. We will be sending corrections to OCREM for these errors.
- \* The Board of Directors approved to raise the dues \$100 per year per unit to address the projected increases for general insurance and management fees.
- \* The Budget for July 1, 2018 to June 30, 2019 will be mailed out to all unit owners.

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### **Parking Lot Project:**

Joey Camacho & Perry Clauser chair this project. A proposal was received from Matt's Paving Driveway Maintenance and Jerry's Paving. The Board realizes that the Replacement Fund should have 20% of operating dues in this account. The Board selected Jerry's Paving for this project to be completed in 2 phases. Phase 1 would be completed by Memorial Day weekend. This part of the contract totals \$67,497. Phase 2 will be completed in the Fall of 2018 subject to funding of the Replacement Account. The cost of Phase 2 is \$35,603. A motion was made by Perry and seconded by Joey. Board voted to approve this project.

### **Parking Lot Bumpers:**

The Board continues to discuss to find a solution for how to distinguish parking spaces for visitors vs. parking spaces for owners. Jim Russell volunteered to paint a few bumpers a different color as an example. This project will be reviewed at the next Board Meeting.

### **Landscaping & other misc. Projects:**

Landscaping stones were spread throughout the complex as needed by Marlin Restoration. The Bubblers in the canal have been removed and stored with Marlin. The Crawl space example will be completed at Building 5 for the Board to review. Marlin Restoration's contract with COV is for cleaning, cutting, emptying trash and providing weed control. The cost for these services is \$566.67 per month.

### **By – Laws - (concerning gates and fences)**

Steve Presented the process in rulemaking as discussed with Chris Woodley, the Assoc.'s atty. See attachment – the Board will create a document to be sent out to all unit owners.

### **Steve presented that the unit owners that were interested in being a Board member:**

**Paul Richter** – unit 38, **Denny Zimmerman** – unit 61, **Shirley Gorwick** – unit 69, **John Cashour** – unit 77, **Perry Clauser** – unit 72 & **Phillip Vecchioni** – unit 10. Election by vote of the unit owners will be conducted at the 11am meeting.

### **New Business:**

\*Boat slip identification with numbers or letters. Landscape edging has been requested in the front near 120<sup>th</sup> St. entrance.

\*Board Meeting - 1pm concerning the election of Officers. The Board voted to elect Mike Graves – President, Steven VanRees - Vice President & Jim Russell – Secretary/Treasurer

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**Meeting Adjourned**

**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