

## Club Ocean Villas

### Board Meeting Minutes

**Saturday October 27, 2018 8am – Art League of OC / Coastal Hwy.**

**Officers and Directors Present:** Mike Graves, Steve VanRees, Jim Russell, Phyllis Carl, Perry Clauser, Joey Camacho, Mike Serekis & Shirley Gorwick.

**Absent:** Denny Zimmerman, John Cashour and Linda Huntt resigned from the Board. Shirley Gorwick was asked to finish the current term of Linda Huntt which expires in April 2020.

Minutes were approved from the 4-28-2108 Board meeting.

**OCREM REVIEW: Cheryl Miller** - OCREM has keys for all units in storage at their offices.

\*OCREM made suggestions on the following topics:

1. Paint all fire hydrants in the complex
2. Spread more landscaping stones in the common area at the west and east sides near the fence,
3. Repair dumpsters as needed and paint all dumpsters one color.
4. Inspect under each building for missing insulation.
5. Expand crawl space access panels.
6. Have all hose bibs turned off for the winter.
7. Utility box – to be repaired in two weeks by Ken Miller Utility Company.
8. Reported that units #1 and #6 have white sliders. Violation notices were sent out to these units.
9. Unit #5 has a red door which is in violation. OCREM to send out notice.

\*Set up color match for **Front Doors** color – Bronze, **Fencing** color– Cabot Stain in Chestnut Brown available at McCormick Paints in Fenwick DE.

\*Repairs that are needed: Concrete work cracks for Building #7 and Building #1. To be patched with liquid concrete, this task will be given to Marlin Restoration.

\*OCREM's new emergency phone number is: 1-667-330-1319

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### President's Report – by Mike Graves:

\*Mr. Graves pointed out the association successfully tackled two major projects per the Reserve account studying New roofs and Downspouts and New Asphalt parking lot.

### Winter Plans:

\*Board decided to have the snow plowed and salted with accumulation of 3 inches or more. Snow plows to be instructed to push snow to areas that don't have permanent residents year round.

\*We need a Plumber of choice for emergencies. OCREM is to provide this info along with rates charged

\* OCREM has a new emergency phone number. Call back from OCREM to this number should not exceed 30 minutes.

### Vice President's Report – Steve VanRees:

Steve presented a proposal from Mann Properties for our Property Management services. Mann Properties is very anxious to work with Club Ocean Villa. Their cost is approximately \$18,000 per year, plus the cost of postage, copying etc. Currently all these fees **are included** in OCREM's management fees. The Board approved to continue to work with OCREM and possibly review other options.

### Treasurer Report - Jim Russell

\*Jim presented the draft financial statements for the period ending June 30, 2018 prepared by PKS and company. Jim pointed out that the Operation Fund owes the Replacement Fund \$54,481. This will be paid back before the year end June 30, 2019 subject to cash flow and collections. Part of the funds that are due to the Replacement Fund will be collected from the unit owners who chose to finance the special assessment dues over a four year period...

\*The Auditors made 23 journal entries to adjust and correct the financial statements that were prepared by OCREM. Ground Maintenance was overstated by \$2,500. This \$2,500 should be reclassified as Snow Removal.

\*Collections: Jim Russell gave a report on the collection effort of dues for all units that have been turned over to the Association attorney.

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### **Parking Lot**

Resurfacing of the North side of the complex will begin on Monday October 29. The catch basin will be repaired at an additional cost of \$2,550. All parking bumpers to be power washed and Reserved bumpers will be painted hopefully by year end. The Board also approved to purchase two Portable Speed bumps to control speed in the main drive through area. Jerry's Paving will address the "ponding" that is still occurring on the south side of the parking lot.

### **Landscaping**

The Board requested a lawn treatment company to be hired to enhance the current grassy areas alongside 120 St.

### **Mileage for Board members**

The Board voted on and approved setting limits for mileage reimbursement @ \$.40 per mile with a maximum allowed mileage of 400 miles and a minimum of \$50.

### **Insurances**

General Insurance Master Policy Renewal is due July 1, each year. This policy has a \$1,250 Deductible and we have 8 buildings for which we currently have replacement costs.

Flood Insurance policy renewal date is November 3 each year. The current flood premium is \$35,863 PER YEAR.

Wind damage deductible is \$10,000.

Current deductible for Fire, Vandalism, Water Back up and broken pipes is \$5,000.

### **Projects Needed as URGENT action item:**

\*We need to have all buildings checked to be sure all insulation is properly secured, and if needed, replaced.

\*Hose bibs for each building needs to be shut off for the winter season.

\*Committee needs to be formed to assemble an "Approved Vendor List". Jim Russell to chair this committee.

\*Perry Causer volunteered to chair the Architectural committee.

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**Next Board Meeting - Saturday April 27, 2019 @ 8am at the Art League of Ocean City Maryland.**

**Next General Meeting – Saturday April 27, 2019 @ 11am at the Art League of Ocean City Maryland.**

**Meeting Adjourned**

**COV Website: [cluboceanvillas1.org](http://cluboceanvillas1.org)**

Respectfully Submitted,

James Russell

Secretary/ Treasurer