

# Club Ocean Villas

## Board Meeting Minutes

Saturday April 27, 2019

**Officers and Directors Present:** Mike Graves, Steve VanRees, Jim Russell, Phyllis Carl, Richard Zimmerman, Shirley Gorwick, Mike Sereikis, Joey Camacho and Perry Clauser

**Absent:** John Cashour resigned from the board of directors. The call for a volunteer at the general meeting will be announced.

This was the first meeting with new management company Braniff Property Management with Connor Braniff. The duties of finance and administration was awarded to Baker & Associates, LLC with Bob Baker

Minutes were approved from the January 26, 2019 board meeting.

**Management Report:** Jim Russell met with Cheryl Miller of OCREM to receive all the documents of COV. All records have been picked up by Marlin Restoration and are currently stored at Marlin.

### **REVIEW THE FINANCIAL REPORTS AND PROPOSED BUDGET:**

Jim Russell distributed the financial statement as of March 31, 2019 and the Aging report on Collection. This will be the last report from OC Real Estate. Baker Associates takes over the finances of property as of May 1, 2019. Jim also distributed the proposed budget for July 1, 2019 thru June 30, 2020 - no dues increase was recommended at this time. The board voted to approved the budget as presented by the treasurer.

The Board reviewed the aging report and would like collections and out-standing dues to be reconciled by Baker & Associates before any units are turned over to the COV attorney.

Collection Process: after 30 days a reminder letter will be sent, after 60 days certified letter will be sent, after 90 days the collections process will be sent to the treasurer before the collection is turned to COV attorneys.

**BULKHEAD UPDATE:** Connor Braniff recommend we have the bulkhead survey board approved to hire Greg Wilkins

**President's Report and Project Reports:** a proposal was presented to the board from Electratch Services. All licenses and insurances were presented. Their scope of work will be:

pool pump room, remove and replace defective GFCI receptacles, and re-attach the public electrical panel on Building 6. These items were approved by the board. The board requested additional information on the front entrance sign and building 4 panel box.

Pool contract was signed with Perfection Pool Service Co.

Denny Zimmerman presented a proposal from Shoreline Vents for cleaning out the dryer vents for all 80 units. The cost was \$50.00 per unit. The board would like to know how the cost for out of scope repairs will be determined. Also, it was determined that the unit owners would be responsible for bearing the additional costs if any.

Parking lot speed control bumpers: the board approved to purchase 3 bumpers length 108"x 24" x 2/3" inches high and installation kit. Estimated cost \$1546.12. The speed bumpers will be removed in the fall each year to avoid damage from snow plows

Parking lot reserved signs for each unit: presented was a mock up 4ft x 2.5 wide with the copy "Reserved for unit X". However, the board changed the copy to 'Unit X' only. An order was placed for all 80 units with Superior signs. The board would like the other non-reserved bumpers to be painted on the front area with only one color, the color was not yet determined. The board would also like signs to be installed at the entrance to the buildings to put contractors on notice that all insulation must be reinstalled

#### PROJECTS:

1. Lawn service needed for the grass to address weeds - Braniff
2. White slider - Braniff
3. Edging along 120<sup>th</sup> street – Marlin
4. Door at the pool needs to be changed to face out by September 30, 2019- Marlin
5. Need additional quotes for cleaning vents and determine who pays for what
6. Need estimates for resurfacing the pool.
7. Unit 76 need to review the structural changes made
8. Unit 49 down spout concerns and upper deck device
9. Preferred Vendor list project is still on going
10. Perry and Jim to work on confirming all colors for the complex and have these colors on the COV web site
11. Flashing for the top unit: a survey will be done to see how many units need flashing replaced - the association will address the cost after the survey is completed
12. Board approved releasing the final payment to Jerry's Paving

Next Board and General meeting Saturday, October 26<sup>th</sup> 2019 at the Art League of Ocean City. The board will meet at 8am & the general meeting will be held at 11am

The board elected the following officers: Mike Graves as president, Steve VanRees as Vice-president and Jim Russell and Secretary/ Treasurer.

Respectfully Submitted,

James Russell

Secretary/ Treasurer