

OCV Meeting Minutes - Aug 13, 2015

Chm. Roger Lange opened the meeting at 9:00 AM, Aug 13, 2015.

All Board members present.

- 1.) The bills for July were reviewed and approved to be paid.
- 2.) Operating expenses against the budget were reviewed and found in balance. Marianne reported no late payments and the reserve fund continues to build nicely to a current total of \$86,808.00. The checking account has a positive balance requiring no transfer from reserves.
2A.) A discussion regarding appreciation/incentive bonuses for OCV maintenance worker(s) resulted in the decision that these will be reviewed for payment quarterly based on performance and will be capped at a \$300.00 total annually.
- 3.) Most Trustee Communication Forms are sent via email. The hand written ones are left in the Trustee mailbox. To insure prompt receipt of these each Trustee has been assigned monthly periods to frequently check the mailbox. There are two open new forms, one requesting the front door be painted and the second for damaged siding replacement. All others are in process or have been completed.
- 4.) Roger reported there is a "bee" (wasp/hornet) problem in his Unit ceiling in the main room (parlor). He has had an exterminator check out the situation with no evidence of how they are entering or leaving. Absent such there is nothing that can be done at this time. Roger said the water damage to the ceiling will require removal and replacement of drywall at which time the nest may be revealed and dealt with.
- 5.) Jim Hayden presented the Board with proposals from Superior Roofing for repairing the roofs at Buildings #2 and #3. The Building #2 proposal is for Unit #13 front and back and #11 front for a cost of \$10,725.00 which includes a 15 foot ice and water shield and Certainteed Landmark limited lifetime charcoal shingles plus a ten year workmanship warranty along with all required protection of property and cleanup. Any replacement of wooden underlayment, etc. will be extra at a fixed price since, if required, as this will not show up until removal of the existing roof shingles. The board voted unanimously to proceed with the repairs of Building #2 as Unit #13 has an active leak. The Building #3 proposal is for repairing the rear roofs of Unit #s 19, 21, 23, 25 and 27, (#29 was repaired recently), for a cost of \$22,250.00 which includes all of the same items cited above for Building #2. This will be done at a later date.
- 6.) Romeo Berthiaume indicated Village Green will doing aeration coring next month. This should be performed every other year to insure proper nourishment to the grass. The extra cost for this service has been incorporated into the monthly payment we make to Village Green for landscaping so there will be no additional charges incurred. Watering continues via the sprinkler systems. Romeo continues to trim the shrubs and anticipates finishing up by the end of September. Other Board Members complimented him on how great the grounds look.
- 7.) Peter Garvey commented on the gas vent signs. He looked at the middle Units on Building #7 and #2. The vents come out under the decks on all middle Units. The signs would be best placed directly above on the top support rail under the top cap rail. The signs could be attached using two screws and acrylic latex caulk on the back. The end units must be attached on the siding. The gas fireplace vents are above the decks and are high enough no sign is

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required. He is expecting a price from a third vendor and will have a firm recommendation at the September meeting since installation should be completed in the fall before the snow flies.

- 8.) The paving of the driveway to the shed was brought up for discussion by Roger. At our July meeting a unanimous vote was made to go ahead with the budgeted paving project based on deterioration of the area and a potential safety issue in the future, therefor not a capital improvement requiring a Unit Owner's vote. One Unit owner suggested that this expenditure is in conflict with the By-Law (Section 5.5.2). This By-Law defines any improvement to the common areas and facilities as follows: (improvement is defined as *the expenditure for goods or services other than that required for the administration and management of the Association.*) A new discussion by the Board ensued regarding this topic. The unanimous consensus was that the original analysis of prevention of damage and safety concerns falls under "required for the administration and management" category as repair and maintenance. On this basis, the Board once again voted unanimously to proceed with the paving of the driveway at a cost of \$2100.00.

A secondary result of the discussion was that based on research of this "capital expenditure" topic prior to the August meeting, a Real Estate Trust is a not-for-profit endeavor and as such, does not require the same definition as a business paying taxes. There has been legal controversy over this subject and while each case is different, the general information is that if the expenditure is not an addition to the common area such as a pool, tennis court, decorative fountain, etc. it falls in the "repair and maintenance" category.

The Trustees also decided the definition in Section 5.2.2 needs updating to better reflect the needs of a HOA/ Real Estate Trust. This will require an amendment. A letter will be sent to all the owners alerting them that this will be coming up in the future.

- 9.) Roger reported a problem with the power washer has temporarily halted the building washing. The washer is two years old so fixing it makes sense as this is less expensive than buying a new one. A replacement part has been ordered and as soon as the repair is completed the washing will be resumed.
- 10.) Jim Hayden has been assigned the responsibility for the heating cables used on the eaves for ice dam prevention. Unit Owners will pay for the cost of cables per foot and the Association will install them on the roof at no charge to the Unit Owner. Contact Jim by Trustee Communication form.

11.) Comments by Trustees:

Roger indicated a Unit Owner inquired about leasing to a tenant. The Board discourages this but will consider the matter on a case to case basis. An exception was made on a "lease to buy" basis for a fixed time frame in the past

Peter Garvey pointed out that Jo Garvey who recently sent a letter soliciting real estate business is not a relative, unknown to him and not contacted by him. He realizes Article III, Section 3.7 of the Rules and Regulations requires Trustee notification of the nature of any interest if appropriate. Meeting adjourned at 11:55 AM. Respectfully submitted, Peter H. Garvey, Trustee