

Agenda 03/19/2016

Start Time: 10:00 a.m.- moved to 10:30

Location: Harford Insurance, Ocean City

Conference Call Information: dial in # 888-289-4573
access code: 1125774#

Attendance: Mark Hannahs, Tom Murrill, Charlie Zellers, Jennifer Cavanaugh, Carol Ann Bianco, Marie Henderson, John Jensen. Wayne Keeler participated via phone.

Item	Discussion Leader	Status	Notes/Actions
Review pool fence Issues - both pools - Review status and determine next steps	Tom		Request for bids issued. Only response is from All States Construction. Quote is \$17,000 per pool. Marie is not convinced that this is the true issue. Mark would like to look at replacing walls with pickets. John confirms that the columns are showing signs of distress. John also agrees with the engineer proposed solution. Charlie would like posts to be removed and then bolted. There is a general concern that the proposed solution is "not guaranteed." Wayne would like to review the proposal and talk to the engineer. He will then provide a recommendation. We do not have the budget for this. John recommends this be treated as capital. Mark would also like to get a bid to replace walls with pickets. We will try to manage decision through email. Action: John will send proposal to Wayne for review and recommendation. Based on Wayne's analysis, Board will provide input.
Review carpet bids - schedule, timing, supplier, cost	John/Tom		John and Tom updated the RFP for carpeting. John has only one viable bid. Carpets by the Ocean has been used previously and work is acceptable. Carol Ann motioned to accept bid, and Wayne seconded. Tom wants John to require specific installer. Ensure that seams are minimized, and stainless staples are used. Bermuda 312 replaced carpet, so they may opt out. Then, cost should be adjusted appropriately. Also, another unit has a hot tub. John will build spreadsheet with contractor to identify common versus owner owned costs. Carol Ann recommends doing Bermuda now and Hawaii in the fall or next spring. Board agrees.
Communication Plan for Carpet Replacement - schedule, Moore & Company notification of cost, Notification to Owners to prepare decks	Craig/John - Mana-Jit		We have not notified Hawaii that we plan to install carpet. Action: Jennifer to send letter for Bermuda now. First letter will notify Bermuda owners of new rule and option to "opt out" based on change. Action: Carol Ann to inform Moore & Company to send second letter to provide cost and payment schedule. Jennifer will include new rules in April newsletter.
Carpet Replacement - finalize architectural guideline changes and discuss communication	Carol Ann		Carol Ann presented guidelines. Board agrees. Actions: Carol Ann will distribute final version and Jennifer will include in April newsletter.
Review painting schedule and associated quotes	Craig/John - Mana-Jit		Painting preparation and actual painting has commenced in Aruba. We have also paid deposit for Islamorada. Power washed building already. John identified contract changes from prior quotes. He will ensure that quotes going forward will reflect our requirements. Tom also wants us to look at bridge. It was last painted in 2011. Cost was \$1700. Action: John will get quote for painting and execute. Marie recommends glossy paint. Tom says that contractor is now using this better paint.

Status of cleaning contract renewal	Craig/John - Mana-Jit	Cleaning contract expires in April. Contractor has requested status from John. Prior decision was to continue with current supplier but John needs to review requirements. John reports that contractor is very responsive. Tower landing areas need to be cleaned more effectively. Charlie wants to separate cleaning dates with landscaping/grass cutting. Cleaning should be Thursday. Action: John will update contract with new date and \$475 per cleaning. Carol Ann will send John the contract to ensure Scope of Work. If pricing is same, Mark will sign contract.
Roofing issues - Discuss damage, status of repairs, and review options for suppliers	Craig/John - Mana-Jit	Pictures were much improved but response was less than acceptable. John has an alternative roofer - Chesapeake Roofing. There is no obligation with current supplier. Action: John will get proposed agreement to review with Board. John will include scope of work, expectations, and language if expectations not met.
Review status of key checks - provide list of homeowners not in compliance and determine if additional action is needed	Craig/John - Mana-Jit	At the beginning of the winter, 30 units were missing keys. At this time, we have 12 units without keys. These units were not inspected. In addition, Unit 101 has a leak so contractor needs access to 201. Action: Jennifer to draft letter informing owners to either provide a key or letter serves as acceptance that owner is liable for any costs associated with insurance rates or damage. Jennifer will send to board for comment.
Discuss potential actions associated with violations of winterization guidelines	Carol Ann	Draft of violations matrix was developed during the January meeting. Do we have the ability to fine owners for non-compliance? Is there a difference between violations of by-laws versus rules and regulations. John has already sent deficiency letters. No action.
Review requirement for smoke detector upgrades and associated communication to owners	Carol Ann	Delete any newsletter references.
Review options for landscaping and grass cutting contracts	Marie	Table until next meeting
Review Fourth of July planning - guard, parking tags	Craig/John - Mana-Jit	Table until next meeting
Review progress on reserve study	Carol Ann	Carol Ann has an updated package - \$3900 to complete updated study (simply update). Carol Ann can execute. There will be an on-site inspection. Mark would like to have someone walk with the person to ensure that the study is complete. Carol Ann volunteered, and the board agreed. Charlie has concerns about cost versus benefit. Marie made motion to accept proposal and Wayne seconded. All agree. Action: Carol Ann will schedule study for April. Review results in May Meeting.
Review weekly reports from Mana-Jit	Tom	Tom is only informing the group if there is a problem. Board agrees that current communication is sufficient where Tom and John communicate, and Tom escalates issues.
Determine April Meeting schedule	Mark	Next meeting is April 23rd in Ocean City at 10:00 a.m.
New Business	All	Annual Meeting date is September but Rec Center already has a reservation. Rec Center manager will try to move other group. Alternative is to start at 1:00 p.m. Action: John will report status to board at next meeting.
New Business	All	Agenda items to include in next meeting: Tot Lot, Tennis Court codes, replacement of grills, newsletter, Fourth of July, landscaping contract
Adjourn	All	Motion to Adjourn - Carol Ann, Seconded by Mark. All agree. 1:30 p.m.