Ocean Walk Condominium Association

Board of Directors Meeting

March 25, 2023

Board Members present: Tracy Brookshire, Allen Gilbert, Janet Hueners, Pat Yoder, Baxter Peffer, Karen Robinson and Tommy Smith

Owners present: Marie Younkin-Waldman. Merrill Templeman attended by Zoom.

Staff present: Theresa Taylor

The meeting was called to order at 10:10 am.

Mrs. Waldman spoke to the board about the condition of the clubhouse.

1. The clubhouse was not suitable to use for a social event she hosted.
   1. The clubhouse needs to be cleaned.
   2. The building has a bad odor.
   3. The table in the conference room is too big.
   4. The clubhouse needs to be more attractive and more comfortable.
2. The furniture could be rearranged.
3. The clubhouse is used every Friday night for a “brouhaha”.
4. The clubhouse is used for a card game every week.
5. The suitability of the clubhouse depends on what use is intended.
6. The board can plan for changes in the future.
7. Changes can be made in furniture to make it more appealing.

A quorum was established.

Pat made a motion to accept the minutes of the organizational meeting. Baxter seconded the motion which passed unanimously.

Old Business

1. Annual meeting review:
   1. Karen suggested dividing the tasks to prepare for the annual meeting between several people so it isn’t all on Theresa.
   2. It’s too much for one person.
   3. We need to make sure it is all ready 30 minutes before the meeting.
   4. The meeting needs to be held at a different venue which can be set up in advance.
      1. The meeting room at the Presbyterian Church has increased in cost.
      2. The room at the Episcopal Church is $100.
      3. There may be rooms where we can set up early.
      4. Theresa will search out a different location.
   5. We need a microphone for the meeting.
   6. All tasks can be delegated.
   7. The plans and task delegation for the annual meetings will be finalized in November.
   8. Voting:
      1. A tally sheet for the ballots can be set up ahead of time.
      2. A board member and owners, not on the ballot, can organize the ballots and count votes.
      3. A packet containing ballot sheets can be prepared for each owner with a proxy which they can pick up when they sign in.
      4. We could send the ballot out after the meeting for all owners to vote.
         1. We would have to have a separate organizational meeting later.
         2. It is more efficient to have the organizational meeting the day of the annual meeting and it must happen within 10 days of the election.
         3. Nominations could be done before the meeting and the vote could happen before the meeting.
         4. Having the election before the meeting wouldn’t work because events at the meeting can change who owners want on the board.
         5. We could send a query out during the meeting and get a vote that way That would create a better record of the votes.
   9. Zoom meetings
      1. We have to do something to make sure the Zoom meetings work better.
      2. Owners on Zoom couldn’t hear the discussion in the meeting room.
      3. When owners on Zoom had comments or questions, they couldn’t participate because no one in the room knew the Zoom participant had a question or comment.
      4. We had between 80 and 90 people in person before Zoom was an option.
      5. The only time we failed to reach quorum in the last 20 years was 2021.
      6. When would it be better to have the annual meeting?
      7. Zoom doesn’t work well for the meeting.
      8. It is a convenience for the owners which is what we are here for but it isn’t a convenience when it doesn’t work well.
      9. One owner was very angry about this year’s annual meeting.
      10. Several others expressed hope it would be improved before next year.
      11. A lot of comments and suggestions would be missed if everyone had to speak into a microphone.
      12. Even if we have the best system in the world, people on Zoom will miss out on the true experience of the meeting.
      13. If we have a meeting facilitator, the facilitator would share will the attendees what comments people on Zoom want to make.
      14. The leader of the meeting could have a mic to make the sound better.
      15. We could have the people on Zoom be limited to auditing the meeting but not allowed to vote, or comment. In that case, Zoom attendees would not count for quorum purposes.
      16. For next year’s meeting we will try to improve Zoom and have a facilitator to improve participation for the Zoom attendees.
      17. We could have each topic on the agenda assigned to a specific person to present.
      18. We need to determine who will count toward the quorum and notify owners in advance of the meeting.
      19. Either we get to where Zoom works well for everyone or we will not have it.
2. Electric Panel Update:
   1. About 68 units have changed their panels. That number includes some units which have a GE panel and don’t have to change theirs.
   2. The new electrician who is doing installations notifies Theresa when he has completed a replacement.
   3. Pat suggested setting a drop-dead date for installation.
      1. It is difficult to do that with the additional expense of the special assessment and interference with rentals.
      2. Panel replacement is about safety and needs to be a priority.
      3. Failure to replace panels could impact our insurance.
      4. We gave owners until the end of the year to comply.
      5. Emphasizing the safety concerns is the most effective way to get people to comply with replacement.
   4. We should send a letter to the owners who have not complied, reminding them of the deadline.
      1. The letter should come from the board because that will carry more weight than the newsletters.
      2. We could tell owners who haven’t complied that there will be a fine for failure to comply.
      3. The letter can provide a list of electricians who can do the work.
      4. Some other panels may have been replaced without our knowledge.
      5. We could list the units which have not yet replaced their panels in the monthly newsletter, asking owners to notify Theresa if their panels have been replaced.
3. ACC: Nothing new has come before the committee since the last meeting.
4. Golf carts and long-term car parking/fines.
   1. Pat thinks we are accommodating golf carts too much. Why are golf carts treated as more important than cars?
   2. If we accommodate golf carts more than cars we aren’t being equitable.
   3. Our documents prohibit a vehicle being parked for more than 14 days without being moved.
   4. The board needs to stand behind the restrictions in our documents.
      1. Enforcement shouldn’t be solely Theresa’s responsibility.
      2. If we can get the long-term parked vehicles off the property, we will have accomplished a lot.
      3. There are boats and trailers parked on property which stay all winter. They can be moved every 14 days in still be in compliance.
   5. Derelict cars and trailers:
      1. There isn’t a fining/towing protocol set up for dealing with derelict vehicles.
      2. Baxter made a motion to fine the owner of a unit where there is a derelict vehicle. Karen seconded the motion which passed unanimously.
      3. Tommy suggested that a wrecking company pick up derelict vehicles and let the towing company deal with the vehicle owner.
         1. We need to post signs that unauthorized cars will be towed.
         2. We would then notify the owner the vehicle will be towed.
         3. Tow companies would not come on private property to tow a car.
         4. Tow companies need authority from the board giving them the right to tow cars on the property.
         5. Theresa will find a towing company for the board to authorize to work in the complex.
      4. The previous motion was voided on a motion from Baxter, seconded by Tracy and passed unanimously.
      5. Tommy made a motion for Theresa to hire a tow company, place signage, create a document for the board to authorize towing and proceed to tow vehicles. Pat seconded the motion which passed unanimously.
5. Hallway Carpeting:
   1. It is time to get bids for replacement hallway carpeting.
   2. It’s in the budget for this year.
   3. Any other type of flooring will not work in the hallways because it is too slippery, the texture would catch all the lint, and wear off.

New Business

1. Financials:
   1. The Paving assessment line under other income shows what has been billed, not what has been received.
   2. There is no line item showing how much of the assessment has been received.
   3. Because the assessment has been billed out, the accrual system shows it as receivable.
   4. Some of the assessment may have been paid and not reported.
   5. The Quickbooks ACH payment fees are currently being paid by the association.
      1. Theresa says the fees are offset by late fee collections.
      2. It’s a convenience for owners who choose to use ACH and they should be paying that fee themselves.
      3. Quickbooks does not have a means of having the ACH users pay their own fees.
      4. Tommy made a motion for management to collect the fees from the owners who use the electronic options.
         1. Theresa would have to do individual billing to charge owners who use the ACH service.
         2. We could set a flat rate for using the electronic payments.
      5. Could we collect enough in late fees to cover the ACH surcharge?
      6. We could average the cost of credit card fees and the ACH surcharge and set a flat fee for electronic payments based on the average of the two fees.
      7. The bank statement where the fee appears, does not state who has used the ACH service.
      8. We can turn ACH off and only turn it back on when an owner has an immediate need to use it.
      9. The motion was seconded by Pat and approved unanimously.
   6. Tommy made a motion to approve the financials as presented. Karen seconded the motion which carried unanimously.
2. Pool gates: The hinges were replaced 3/24/23.
3. Pool Security:
   1. Tommy wants to commend the way the landscaping around the back pool has been improved.
   2. We could have a key card to protect all of our amenities.
      1. It would be needed to enter and exit the amenity.
      2. Each unit would have its own card.
      3. Installation is approximately $10,000 per reader.
   3. There is a problem with local owners who tell their off-site renters to use the Ocean Walk pools.
   4. Last summer local teens arrived to use our pools. They had the pool code because their friend has a condo in the complex but the owner was not present.
   5. The owner must be with any guests who are using the pools
   6. Pools are for the exclusive use of Ocean Walk owners, occupants and their guests. The number of guests must be reasonable and they must be accompanied by the owners or occupants according to our rules.
   7. The problem is when local owners allow guests to use the pool without accompanying them. This is against the rules.
   8. Our insurance agent recommends that we post the rule on a sign at the pools which would protect us if the rule is violated.
   9. A resident or owner has the right to use our amenities. Guests or the children of an owner and guests of those children are not allowed to use the amenities if the owner is not present.
   10. We could have a life guard on duty to make sure the rule is followed but that would be expensive.
   11. We could add small cameras to monitor the pools.
       1. It is possible to talk to people through the camera.
       2. Theresa could use the camera speaker to question people when they enter the pool.
       3. The camera makes it possible to question people without being face-to-face.
   12. Our pool code was handed out at an AA meeting last week and people from the meeting were coming to our pool.
   13. The code can be changed as often as we want but owners would have to be notified of every change and they would have to notify their guests.
   14. We have had individual codes in the past.
   15. Theresa was instructed to add small cameras to the pools to monitor who is using them.
4. Tennis courts:
   1. Theresa says the problem with pickle ball players on Ocean Walk tennis courts only happened one day.
      1. Two groups wanted to play pickle ball on Ocean Walk courts.
      2. Two of the people involved in the incident were residents of Ocean Walk who refused to identify what unit they were in.
      3. The residents invited six guests to play.
      4. Theresa kicked them off the court because they would not say where they were staying and refused to follow the rules.
      5. One group did not want to play with the other because they did not play as well.
      6. The residents became hostile and threatening before finally leaving.
   2. Theresa feels guests on the property should not be allowed to invite other guests to use the amenities.
   3. There was an incident in the past where a resident of Ocean Walk was selling training sessions using the Ocean Walk gym.
   4. Theresa will continue to do what’s being done now to monitor amenity usage and enforce the rules.
5. Review gym needs:
   1. The carpet needs to be replaced.
      1. Do we want to replace the flooring with something other than carpet?
      2. Dropped weights will destroy any other type of flooring.
      3. We could use the existing carpet as a pad.
   2. The broken treadmill has been removed.
   3. The Bowflex is not safe and keeps breaking.
   4. The gym is a fitness center not a full gym.
   5. A renter complained to the board about the quality of the gym.
      1. A complaint from a renter should be sent to the owner of the unit and the owner should be the one to approach the board.
      2. We should not respond to complaints from renters.
   6. We need to replace the carpet, buy some new equipment and consult local gyms to find out the best commercial equipment for future purchases.
   7. The pull-down arms on the Bowflex need to be replaced. The Bowflex needs to be refurbished.
   8. The free weights need to be cleaned up and donated weights removed.
   9. Marketing listings for the complex need to be accurate about the type of gym we have.
      1. The newsletter should remind owners who are marketing their units to represent the amenities accurately.
      2. The gym has limited equipment.
      3. One pool is heated two months of the year and the other pool is unheated.
   10. There is money in the budget to take care of the gym items that need to be replaced.
6. Scoping sewer lines:
   1. We are waiting for a bid.
   2. Tommy recommended having a smoke test done to reveal breaks in the lines scoping would miss.
   3. Problems should be identified before the micro-surfacing is done.
   4. Theresa knows of only one company in the area who does the scoping but she will check for others to get bids.
   5. Pipe vents on the buildings need to be cleaned out and screening placed to keep tree debris from going down the vents.
7. Pool chemical testing is being done twice a day as required by the county.
   1. Scott is capable of testing our pool chemicals.
   2. Worthy Pools verifies Scott’s chemical readings once a week.
   3. We need to keep a written record of all readings which can be checked by the Health Department if they ask.
8. Exterior lighting for Q building:
   1. Theresa will replace the existing lights to match the ones used on other buildings.
   2. The current lights are chipped and worn looking.
9. Theresa will purchase new grills.
10. Theresa will get new umbrellas for one of the pools and move the current ones to the other pool.
11. Utility lines have been marked where there are tree stumps which have to be removed.
    1. We will have to get more marking done before the paving project begins.
    2. The marker flags have been pulled up in some areas.
12. Paving Update:
    1. All of the identified trees will have their roots cut because otherwise they will compromise the parking lot.
       1. The trees marked in red will die if their roots are cut.
       2. The trees marked in yellow may or may not die because of having the roots cut.
          1. If we do not take the yellow trees down now and they die, we will have to take them down later.
          2. We have a constant need to take out trees which aren’t involved in the paving project so the yellow trees we leave would be treated like those.
       3. The bid Jon Collett gave us includes trees that were not marked for removal and some we selected to remove were not included.
       4. Collett’s bid is on trees he thought should be removed.
          1. Trees 760, 761 and 763 were included in Collett’s bid but not marked by Ossabaw or Roger Ditmer. These provide speed mitigation.
          2. Tree 855 and 856 were bid on by Collett but aren’t a problem.
       5. The red trees, 356, 534, and 549 have to come out.
       6. Tree decisions from the 3/11/23 meeting to reconsider:
          1. Tree 543, keep it. The tree will help with speed mitigation. The proposed green area bump-out can still be done.
          2. Tree 544 should stay. The main reason for removal was the chance of branches dropping on cars in the parking lot.
          3. Remove tree 545 on the advice of Roger Ditmer.
          4. Tree 546 will stay.
          5. Tree 547 will stay.
          6. Tree 857 will stay
          7. Tree 853 will stay.
          8. Tree 1206 will stay.
          9. Tree 1441 will stay.
13. Tommy made a motion to remove trees, 356, 534, 454 and 549 and to keep all of the other yellow trees which will have their roots cut for the paving project. The motion was seconded by Tracy. The motion passed with six aye votes.
    1. Footprint and parking lot modifications:
       1. Roger Ditmer said tree 1705 needs to be removed because it is past its expected life.
       2. Janet made a motion to rescind all tree decisions that were made on 3/11/23. The motion was seconded by Baxter and passed unanimously.
       3. The motion in item B, section 12, part a: v, referring to trees marked to have their roots cut during deep patch repair, replaces some of the 3/11/23 decisions rescinded by the new motion in item B, section 12, part b: ii.
       4. The following are trees which the board decided to remove 3/11/23 but need a new decision because the previous decision was rescinded:
          1. Tree 1705 will be removed.
          2. Tree 1708 will stay.
          3. Tree 1710 will stay but needs to be trimmed.
       5. Janet made a motion to remove tree 1705. It was seconded by Pat and passed unanimously.
       6. Complex entrance:
          1. Some of the plantings at the entrance are on Glynn County land.
          2. The stop sign is very far back from the sidewalk.
          3. The sight-lines approaching the exit are blocked until drivers reach the sidewalk. The problem can be fixed by trimming the plantings.
          4. We need to create a feature to slow drivers approaching the sidewalk.
          5. Theresa suggests a change in the pavement to highlight the approaching danger.
          6. Theresa will ask the county to put yield signs up for the pedestrians and bike riders.
          7. We could put brick pavers stretching from the end of the sidewalk on the left just inside the Ocean Walk entrance across the driveway to where the stop sign is now. Baxter could ask Drew if that is a possibility and what the cost would be.
       7. Between A and B buildings: Expand and curb the green space where tree 534 is now and next to tree 543 to narrow the driveway.
       8. Between B and D buildings and at the corner by the pool: Expand and curb the green space in both areas to narrow the driveway.
       9. The stop curbs at the end of parking spaces throughout the complex should be removed and the metal posts cut down.
       10. Between F building and the clubhouse:
           1. Create a round or oval planting feature so drivers have to negotiate around it.
           2. The feature will have irrigation and electricity for lighting.
           3. There will be directional arrows to direct people around the feature.
           4. The pavement leading to the feature will have painted warning lines to prepare drivers as they approach it.
       11. There is not enough room to create the bump-out we discussed between the lake and J building.
       12. The end of K building:
           1. Drew suggested a 5’ sidewalk where there presently is asphalt. There would be a crosswalk over to the lake.
           2. Tommy suggests putting the sidewalk on the lake side of that area.
              1. It would require moving the parking or it could be added to the green space without moving the parking.
              2. It would be a longer sidewalk.
              3. It would get more utilization.
              4. People currently walk in the street.
           3. Planters could be put in the middle of the driveway between K and the lake.
           4. Janet suggested expanding and curbing the green area at the end of K building.
              1. It would be cheaper than a sidewalk.
              2. It would be more attractive than a sidewalk.
              3. The green area could be extended to the end of the parallel parking space in front of K5.
           5. Delineator posts will stay in the area between W and M.
              1. If the delineators stop working we can put in speed bumps.
              2. We could put in a smaller planting area similar to the one at the clubhouse but that would be very expensive after the paving project is done.
              3. We could put a large ceramic planter in the middle of the space between W and M buildings.
           6. The corner of the back pool and Q building:
              1. We will create a planter peninsula that extends just past the end of the parking space at the end of Q building.
              2. The plants would have to be low growing.
              3. The standard stop sign could be put at the end of the planter and the small stop sign next to Q could be moved to where the standard stop sign is now next to the back pool.
           7. The island opposite U building:
              1. Drew will work to maximize the existing parking area.
              2. He wants to put in a no parking, emergency path through the area between the end of the island and the tennis courts.
              3. The island would be cleaned up and curbed.
              4. A specimen tree could be put there and have a light shining up into the tree.
           8. In front of U building:
              1. Remove the stump which is there.
              2. Leave the existing small tree and add four parking spaces in front of U building.
              3. Existing parking would not be effected if a green peninsula is left at the end of Q building closest to the pool.
              4. Drew wants to add parking spaces facing W building.
           9. Emergency gate:
              1. Drew recommended leaving the dumpster where it is and making the emergency gate in the middle of the area where trailer parking is now.
              2. In the corner there could be three parking spaces.
              3. Moving the dumpster into the middle of the area next to P building would get it out of the sight of Q and P buildings.
              4. If the dumpster were placed halfway along P building, perpendicular to the building, there would be space behind the dumpster to have golf cart parking.
              5. There could be golf cart parking behind the laundry room.
              6. Trailer parking would be eliminated.
              7. Some people on the back side of P building use the parking in that area so we would need to leave some parking spaces there.
              8. If the dumpster is not inside a structure, people would be less likely to leave furniture and oversized items near it.
              9. Theresa will check with the dumpster company to see if the proposed new location will work.
              10. Drew can tell us what is feasible for the area.
           10. In front of P building:
               1. Remove the rope and stakes.
               2. Move the bushes back into the green space.
               3. Pave over the area where the rope and stakes are now.

Baxter will be leaving on May 2nd. We need to have another meeting to approve the final plan before Baxter leaves. We will have the regularly scheduled board meeting on May 20th. Baxter will meet with Drew as soon as they can get together. Baxter will find out when Drew can give us the next draft and we will meet at the end of April. Baxter will let us know when we can expect the final draft after he meets with Drew.

Invoices from Roberts should be sent to Theresa.

The meeting was adjourned at 2:10 pm.