Ocean Walk Condominium Association

Board of Directors Meeting

May 20, 2023

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

Owners present: Merrill Templeman, Shelley and Michael Cole

Staff present: Theresa Taylor

The meeting was called to order at 10:06 am.

A quorum was established.

Minutes, March 25 meeting:

1. Theresa objected to the presentation of the owner complaints at the beginning of the minutes.
   1. Theresa did not feel the board and management responses to the complaint were expressed.
      1. The clubhouse was cleaned the day before the event.
      2. There was no discernible odor in the clubhouse.
      3. Appropriate furnishings depend on the purpose of the clubhouse.
      4. Furniture can be moved and decorated to accommodate many types of functions.
   2. Karen suggested keeping the record of the complaint but not including it as part of the meeting.
   3. Allen suggested moving the record of the complaint to the end of the minutes.
   4. Janet and Tommy want meeting minutes to be in chronological order.
2. Pat made a motion to accept the minutes as published with notes about the objections that were raised. Tommy seconded the motion which passed unanimously.

Old Business

1. Paving update:
   1. Trees:
      1. Karen feels there is too much detail about the board’s decisions about tree removal in the minutes and the minutes need to merely reflect the final decisions.
      2. Karen wants to have an official record of the votes with a separate document detailing the discussion.
      3. Janet wants a record of the discussion and reasoning behind the board’s decisions in the official records.
      4. Tommy wants to take the opinion of the professionals on what trees to remove.
      5. The board has received different opinions from three different professionals which has complicated the process.
      6. All of the board decisions have been based on professional opinions.
      7. Glynn County will not give an opinion because none of the trees are big enough for County regulation.
      8. Tommy made a motion to accept the new recommendations from Roger Ditmer on which trees should come out:
         1. Tree 356
         2. Tree 527 (actually tree 1016)
         3. Tree 534
         4. Tree 543
         5. Tree 545
         6. Tree 546
         7. Tree 547
         8. Tree 854
         9. Tree 857
         10. Tree 1705
         11. Tree 1708
         12. Tree 549 will be removed based on the recommendation of the arborist sent by Roberts Engineering.
      9. Removing tree 1705 will allow us to add a parking space in front of R building.
      10. Roger Ditmer’s recommendations include tree trimming advice which is included in this motion.
      11. Tommy’s motion was seconded by Pat and approved five to two.
      12. Tommy would like to replace every tree removed with two trees somewhere on the property.
      13. Since the trees are a major feature of Ocean Walk, we need to replace the ones removed with bigger, more expensive trees than seedlings.
      14. Replacing the trees is not part of the paving assessment.
      15. We need to get new bids and remove the trees as soon as possible. Now that we have an opinion on which trees need to be removed, we face an enhanced liability if problems arise.
   2. The RFP is ready to send but Austin hasn’t sent it to the board.
      1. The RFP will not include electrical and landscaping.
      2. There is only one company the RFP is going to because they are the only company that does micro-surfacing.
      3. The bids on the deep patch repair are expected to be back in the next few weeks.
      4. The contracts have to be accepted and signed before we can get on the contractor’s schedule. This needs to be done as soon as possible in order to get the work done this year.
      5. Austin wants us to specify the number of lights needed in the landscape feature by the clubhouse.
      6. Pat wants to review the RFP before it is sent out to make sure it is complete.
      7. Tommy said the scope of work is the only part of the RFP that isn’t boilerplate and needs to be reviewed.
      8. Karen wants the board to be sure that all components of the project are included in the RFP.
      9. The board could reject any and all bids that come in.
      10. Janet will request Austin send the RFP to the board before it is sent out to the contractor.
   3. Landscaping and electrical plans for the new landscape features:
      1. Allen appointed Karen, Janet and Tracy to a committee to develop landscaping and lighting proposals for the new planting areas created by the paving project.
      2. Any plans which are within the budget will not have to be presented to the board.
      3. Installation of utilities in the landscape feature by the clubhouse is part of the paving project plans being created by Roberts Engineering.
2. Electric panels update:
   1. Almost 20 panels have been done this month.
   2. Janet asked for a comprehensive list of which electrical panels still need to be replaced.
   3. Many more replacements are on the schedule to be replaced.
   4. If any panels have not been replaced by December 31st, 2023, the board will replace the dangerous electric panels at the owner’s expense, as allowed by association documents.
3. ACC:
   1. One unit submitted a request for approval of flooring changes in a bathroom.
   2. An ACC member suggested replacing toilets with low-flow toilets because the association pays for the water in the complex.
   3. Regulation of such a requirement would be difficult because approval of bathroom renovations is not required by our documents.
   4. Waterproof membranes should be installed when a bathroom renovation is done.
      1. This is usually done by reputable contractors already but it would be needed for projects done by owners themselves.
      2. Since ACC approval is not needed for bathroom renovations, it would be impossible to enforce a new requirement.
      3. The ACC will review this issue and bring options back to the board.
4. Golf Cart updates/Long term parking:
   1. There are 14 cars and carts in the complex that appear to be parked long-term.
   2. Vehicles parked long-term will cause problems when the paving project begins.
   3. Owners who are leaving carts on the property should be told they must move them to the area behind H building while they are gone.
   4. Some vehicles are left in the parking lot when owners are away for a few weeks at a time but less than the 30-day limit set by the condo documents.
   5. Owners of some vehicles parked by F building think the spaces aren’t being used so it is ok to leave them for weeks at a time.
   6. Having cars stored in the parking lot creates problems during the summer and holidays.
   7. Theresa will start putting notices on cars and golf carts which are parked for extended periods, take a photo to document the notification and send the photos to the owners if they are known.
   8. Theresa will notify owners of the cars left for several weeks at a time, that their cars must be removed from the lot at least two weeks before the paving begins.
5. Hallway carpeting:
   1. Theresa is getting bids from Dukes Flooring, Brunswick Floors and a company in Jacksonville.
   2. We will wait to install the new carpeting until paving is completed.
   3. We want to select a dark carpeting that is substantial and will last the longest.
   4. We don’t want seams in the hallway because they create a tripping hazard. The offcuts could be used on the stairs.
   5. Carpet tiles were recommended by Dukes Flooring but they are much more expensive.
   6. Theresa will get bids on both carpet tiles and regular carpet so we can make an informed choice.

New Business

1. Allen welcomed new owners, Shelley and Michael Cole who have joined the meeting to meet the board members and listen to the proceedings.
2. Financials:
   1. The building repairs line item includes the costs of repairing trim on porches, replacing rotted wood, replacing the concrete floors on some two-bedroom units that are replacing carpet and other small repair jobs as needed.
   2. Pressure washing is finished except for the tennis courts which still need to be done.
   3. The stoops on B1 and B2 need to be replaced and there is money in the budget to repair all the stoops that need to be done. B1 and B2 are the most urgent ones remaining.
   4. Water expenses are already 53% of the budget but Theresa is not concerned about going over budget.
   5. Karen made a motion to accept the financials as presented. The motion was seconded by Tracy and approved unanimously.
3. Sidewalks:
   1. Pat made a motion to extend the sidewalk at B building in front of B1 and B2. The motion was seconded by Karen and passed unanimously.
   2. Pat would like the sidewalk in front of B building extended all the way to Mallery St. but it isn’t feasible because of the landscape feature at the entrance.
4. Pest Control:
   1. Our current company, Bug House, does not meet our needs.
      1. Their service does not include German roaches.
      2. They are not tending the existing rat traps.
   2. Tommy made a motion to solicit bids for pest control and accept the best bid. Pat seconded the motion.
   3. The bids should include mosquito control and treatment for German roaches.
   4. A new termite bond would cost twice as much as renewal of the existing bond.
   5. Theresa has started soliciting bids for pest control from Active Pest Control and one other company.
   6. The motion passed unanimously.
5. Pool gates:
   1. The pool gates have been repaired.
   2. The gate codes have been changed.
   3. Two more cameras have been added to the pool areas.
6. Gym needs:
   1. A new treadmill has been purchased and will be installed next week.
   2. New carpet is needed in the gym.
7. Scoping sewer lines:
   1. Scoping the sewer lines would provide important information about needed repairs.
   2. This needs to be done before the paving project in order to avoid digging up the new paving to make repairs.
   3. We have a current bid for just over $7,000 to scope approximately 7 acres.
   4. Tommy wants to obtain bids from more companies. Theresa says that can be done but there are not many companies that have the necessary equipment.
   5. There is money in the reserve fund to cover the cost of scoping if the cost exceeds the paving project funding.
   6. Janet made a motion to get bids for scoping sewer lines in the complex, not to exceed $8,000. The motion was seconded by Pat and passed unanimously.
8. Exterior lighting for Q building: Replacement of the exterior lighting on Q building is on Barnett’s list to be done next week.
9. Pool Cleaning: Allen will send a letter to Theresa to forward to Scott thanking him for the care he takes with our pools.
10. Fountain:
    1. The current fountain needs to be replaced.
    2. We need not only a new and better fountain.
    3. We currently have one bid for $8,000 which seems too high.
    4. Theresa will get new bids.
11. Traffic signs in the complex:
    1. Tommy suggests installing a solar powered speed limit sign with clear flashing lights to emphasize the speed limit in the complex.
    2. Karen wants to consider lighted stop signs at certain intersections.

The meeting was adjourned at 12 pm.