Ocean Walk Condominium Association

Board of Directors Meeting

September 9, 2023

Board Members present were Allen Gilbert, Tracy Brookshire, Janet Hueners, and Karen Robinson. Pat Yoder attended via Zoom.

Owners present: Merrill Templeman, Barbara King and Greg Plank, N6

Staff present: Theresa Taylor

The meeting was called to order at 10:00 am.

 A quorum was established.

The minutes of the previous meeting were approved unanimously as presented.

Old Business:

1. Paving Project: We received bids for the asphalt repair that is part of the paving project.
	* 1. The plan submitted to the contractors for bids included the addition of four parking spaces in front of U building and curbing around the new planting areas we are adding.
		2. The four parking spaces would cost $13,000.
		3. The curbing would be $11,000-$12,000.
		4. Theresa does not feel the curbing would be necessary because there hasn’t been a problem in other areas.
		5. Owners in U building and others who use the lot for parking have expressed the opinion that the new parking spaces are not needed. They use the present lawn area for social events.
		6. When we proposed the additional parking and the curbing, we did not know what the cost would be. Now that we know the cost, we have to decide whether to move forward with those parts of the project.
		7. We asked for revised bids without the parking spaces and the curbing which came in approximately $22,000 lower than the original bids.
		8. These are not “have to haves”.
		9. We need adequate parking for normal times not peak times.
		10. Janet does not think we can justify the expenditure for four parking spaces.
		11. Janet made a motion to eliminate the proposed new parking spaces and curbs around the new planting areas. Patrick seconded the motion and it passed unanimously.
		12. Considering the revised bids:
2. The two revised bids came in within $595 of each other.
3. Janet spoke to Austin about the two contractors.
	1. Mike Owens is more experienced and will follow through on the job to the very end.
	2. Chris Foxworth is younger and less experienced.
	3. Austin does not recommend one over the other.
4. Mike Owens has been a local contractor whose reputation is at stake with this job.
5. Mike Owens is the contractor doing similar work at Island Club.
6. Janet made a motion to accept the revised bid from MikeO Paving and Piping.
	1. The two bids are broken out differently, so it is hard to compare the bids.
	2. Austin verified with each contractor that all items of our projects are included in their bids; they just use different wording.
	3. If the bids do not include everything, it will be Roberts Engineering’s responsibility to make good if it is not correct.
	4. Patrick says there is a standard in the bidding process that there is a matrix which should show every line item so they can be compared. It was Robert’s responsibility to make sure the bids matched.
	5. Karen agrees with Patrick’s statement but says that standard traditionally isn’t met by local contractors. For the future we should require a standard matrix.
	6. We are supposed to have the micro-surfacing done in November, so we have to get the repairs done early enough to be ready for that date.
	7. Janet modified her motion to accept the revised bid from MikeO Paving and Piping, contingent upon confirmation from Austin Chalmers of Roberts Engineering that all items on the plan are included in the bid. The motion was seconded by Patrick and passed unanimously.
	8. Roberts Engineering’s fee is not contingent on the cost of the contracts for the project.
		1. Currently the bills from Roberts have added up to $22,000 which is more than we estimated when developing numbers for the assessment.
		2. Drainage will be improved when the paving project is done.
		3. Owners should not be told anything definite about the schedule for micro-surfacing until the dates are set.
7. Placement of the dumpster:
	* 1. The proposed new placement for the dumpster was on the plans sent to the contractors for bids.
		2. Dumpster placement would allow for parking behind it.
		3. We would lose space for trailer parking.
		4. Theresa wants the dumpster in the area between buildings U, S, T, and R.
		5. She wants to move the dumpster to the new location to make it more accessible so it would get more use.
		6. Janet suggested making the temporary dumpster permanent, but Theresa says the amount of trash exceeds the capacity of the dumpster.
		7. Would the trash truck be able to make the turn into the area proposed?
		8. If the dumpster is placed next to P building even fewer people would use it.
		9. There is no signage telling people where the dumpsters are located.
		10. There are other areas that can be considered for the dumpster.
		11. No agreement was reached.
		12. The position of the dumpster doesn’t have to be determined before the paving is done so the decision was tabled for further discussion.
		13. The dumpster will be moved temporarily from its current location and placed at an angle where trailer parking is now. That would allow us to see if the angled position would work.
8. Plumbing scoping results:
	1. Two areas were identified where repairs will need to be made.
	2. The asphalt damage created by the sewer repair will be fixed as part of the deep patch repair.
	3. It would be an add-on to the contract we just approved.
	4. There is a separation in the pipe in front of D building and the cast iron pipes at the pool are corroded and need replacement.
	5. Theresa was authorized to arrange for the repairs and to scope the main line in front of O building.
	6. The reserve budget has funding for plumbing repairs and the cost of the scoping and repairs should not be part of the paving project funds.
9. Tree removal:
	1. When the trees are removed and the stumps are ground down, how much of the roots should be removed?
	2. The cost of root removal is included in the bid from Mike Owens so how much should our tree contractor remove?
	3. Roots that don’t have to be removed for the paving cannot be left because of potential damage to the pavement when the dead roots rot away.
	4. Janet will check with Austin about how much of the root system should be removed with the stump grinding.
	5. There is a line item in the expense budget for tree maintenance and the tree removal costs should come from that part of the budget.
	6. Tree removal is scheduled to begin on Monday, September 11th.
10. Hallways:
	1. Owner feedback on the painted hallways has been positive.
	2. Some of the hallways need leveling agent.
	3. Some areas need crack repair.
	4. Theresa wants to consider changing the color of the carpet on the stairs. That will be Theresa’s decision.
	5. Changing the type of covering on the stairs could increase the noise in the hallways and years of carpets have left many staples on the stairs and extensive repairs would be needed to change the type of covering on the stairs.
	6. Changing to paint on the hallway flooring keeps the hallways cleaner and reduces the cost of hallway maintenance.
11. Electric Panel replacement:
	1. Theresa will verify which buildings need to replace their Pacific Electric breaker panels.
	2. Theresa will provide a list of which panels have been replaced and which still need to be done.
12. Theresa is getting bids for a new lawn treatment company.

New Business:

1. Bike buildings:
	1. The bike shelter tents are shredded, and Theresa has ordered more.
	2. Theresa wants to purchase storage buildings for bikes next year.
	3. Theresa should put bike storage buildings into the 2024 budget.
	4. The bike storage buildings would be $8,800 per building and the rental fee could help offset the cost of the buildings.
2. Annual meeting planning:
	1. The 2024 annual meeting is scheduled for Saturday, January 20th at 1pm.
	2. The meeting will be at the Episcopal church on Mallery.
	3. The owner who volunteered to run the hybrid Zoom meeting has sold her unit.
	4. Janet and Tracy urged going back to an in-person only meeting.
	5. Owners like having the option of attending via Zoom.
	6. Owners who attended the 2023 annual meeting by Zoom could not hear the discussion in the room.
	7. Theresa proposed having more Zoom cameras and microphones to improve the experience.
	8. Allen suggested hiring a company to help run the Zoom meeting, but Austin told Janet the cost of such a company would be $4,000.
	9. Allen is going to investigate the availability of a high school or college student with multimedia experience to assist with the meeting.
	10. Theresa will check if there are any owners qualified to run a hybrid meeting.
	11. Karen proposed establishing a protocol for the meeting controlling when people speak and how the meeting is run.
	12. Theresa proposed using Google Docs to conduct voting for the election of board members.
	13. Janet objected because that process would eliminate the possibility of nominees from the floor based on events in the meeting.
	14. Allen suggests soliciting volunteers for the board now, then sending out the voting document prior to the meeting.
	15. Janet was very concerned about people being able to make nominations from the floor.
	16. Karen is not happy with nominations from the floor because people who are nominated that way have not carefully considered whether they are willing to put in the time necessary. Theresa agreed.
	17. Volunteers would create short biographies outlining their qualifications. The request for volunteers could provide estimates of the time commitment required by the board.
	18. Allen will send an example of a document requesting board volunteers from his other owners’ association.
	19. We will do a Google Docs vote for the board before the annual meeting which will make tabulation easier, eliminate the need for proxies and enable more owner participation.
	20. On the notification when voting opens, Theresa can offer voting assistance to any owner who needs it.
3. Theresa checked with the fire department about the water pressure in our hydrants.
	1. Currently they are not the highest available.
	2. Theresa wants hoses at each building to enable emergency response.
	3. The fire department tests our hydrants every year.

Financials:

1. We have a bid of $225 a month for mosquito control in the complex.
	1. Is mosquito control needed 12 months of the year?
	2. Having mosquito control would enhance enjoyment of the complex.
	3. A decision on mosquito control will be part of the budget process for 2024.
2. Pest control is over budget because we changed companies and needed new termite stakes and a new termite bond. We will need new rat traps too.
3. We need to get an accounting of who still owes on the assessment.
	1. The account report includes assessment information as well as monthly assessments which are in arrears. Theresa will provide a separate listing.
	2. A reminder has been sent to owners who haven’t paid yet.
	3. We will allow our usual ten-day grace period before late fees are assessed.
	4. There are a few owners who are very far behind in their monthly assessments and the special assessment.
4. Areas of the financials which are over budget all have explanations.
	1. The excess on gates/gate keys may be decreased by taking the gate repair out of reserve funds.
	2. Cable TV has been replaced by Roku devices so that cost has been eliminated.
	3. The scoping cost will come from the reserve for plumbing repairs.
5. Tracy made a motion to approve the financial report as presented. Janet seconded the motion which passed unanimously.

The meeting was adjourned at 11:48 am