

Ocean Park Owners' Association, Inc.
Board of Directors Meeting
Friday, August 4, 2023 at 4:00PM
At the Clubhouse and via Zoom
Minutes

Call the Meeting to Order – The meeting was called to order at 4:00PM.

Establish Quorum – A quorum was established with Vice President Susan Braithwaite, and Treasurer Rick Winn present in person with Manager Lindsey Wilson from Clover Key. President and Secretary Carol Berg and Director at Large Rick Picard were present via Zoom. Seven additional owners were present either in person or via zoom.

Approve Prior Board Meeting Minutes – Susan made a motion to approve the April 21, 2023 meeting minutes and the minutes were approved.

Financial Report – Operating balance as of the end of June is \$29,120.35 and the reserve balance is \$372,717.59. The year to date budget comparison is in good standing.

Old Business

Stucco/Paint Update – Mersco has wrapped up the stucco and painting project. Carol reported that there are a few unfinished items intentionally left exposed for engineering inspections. There are a few other touch ups still pending.

E Building Schedule Update – Final inspection and punchlist is still outstanding with I&E and Karins Engineering. Parking spaces will be going back to normal soon for those who have been relocated during this project.

New Business

Independent Roof Inspection – Carol has been in communications with Keystone Engineering on a course of action for the roof. As previously discussed, the insurance carrier does not want to insure the roof past December 2024, but the roof is still in good condition. Rick W. made a motion to proceed with Keystone Engineering for a roof report at a cost of \$3,500, from roof reserves, to provide official documentation to the Association and Insurance on the condition of the roof. All were in favor and the motion passed.

Structural Inspection – Keystone Engineering has recommended the association have an inspection take place to get a solid understanding of the building structure and condition. Carol made a motion to approve the proposal from Keystone Engineering for \$12,000, from structural reserves, to proceed with a structural inspection. All were in favor and the motion passed. This will provide the association with a report that is similar to the “Milestone” report that associations over 3 stories are being required to obtain across Florida, per new state statutes.

Engineering Proposal for Balcony Work (G14/15, E14/15) – The balconies at a few units need reviewed and Keystone has proposed a contract to review the work that needs completed and to bid the project to contractors, then monitor the project as repair/replacement occurs. Rick W. made a motion to approve Keystone Engineering proposal for plans at \$6,700 plus 9% of the project contract, both to come from structural reserves and the motion passed.

City of Cape Canaveral, Community Redevelopment Agency Financial Assistance Program – More information is being obtained to utilize a grant the City is offering for landscaping upgrades.

AppFolio Payments – Clover Key addressed the recent fee that was implemented by AppFolio, the accounting software company. Owners who pay online through AppFolio will be imposed a \$2.49 fee with their monthly payments. No part of that fee is Clover Key's or the Association's.

Adjournment – With no further business to discuss the meeting was adjourned at 4:41PM.

Lindsey Wilson, CAM #57168
Clover Key, Inc