

Ocean Park Owners' Association, Inc.  
Board of Directors Meeting  
Monday, September 19, 2022, 4:00 P.M.  
Held in the Clubhouse and via Zoom

## Meeting Minutes

**CALL TO ORDER:** Manager Jennifer Vo called the meeting to order at 4:01pm.

**ESTABLISH QUORUM:** President Tony Adams, Vice President Richard Winn, Secretary Carol Berg, and Director at Large Susan Braithwaite were all present. Managers Jennifer Vo and Lindsey Wilson from Clover Key were present along with 9 owners present in person and 5 owners present via Zoom.

**CERTIFIED POSTING OF NOTICE:** Jennifer certified the notice was posted onsite prior to 48 hours and a courtesy email was sent to owners.

**APPROVE PRIOR MEETING MINUTES:** Rick motioned to approve the meeting minutes from March 15, 2022, and Sue seconded. All were in favor and the motion passed.

**FINANCIAL REPORT:** Jennifer reported account balances as of August 31, 2022:

- o Operating Funds: \$19,320.22
- o Reserve Funds: \$503,753.26
- o Aged Receivables: \$26,360.47 - Due to 12 outstanding owners.

### NEW BUSINESS

**INTRODUCE CLOVER KEY MANAGERS:** Jennifer Vo and Lindsey Wilson are the managers with Clover Key.

**JANITORIAL CONTRACT:** Stephen with Morgan Maintenance is no longer working with the association. Carol and Jennifer met with both M&M Beachside Property Maintenance and USA Commercial Cleaning for janitorial and maintenance work at the property. Tony made a motion to go with Nick at M&M Beachside Property Maintenance and Rick seconded. All were in favor and the motion passed. They will be on site twice a week for cleaning and maintenance beginning September 22<sup>nd</sup>.

**PLUMBING REPAIRS:** Plumbing reserve account as of the end of August is \$49,246.34. Repairs out of operating on the Profit & Loss report as of the end of August is \$16,912.52. New leaks have been discovered in 3 units at the F building. After Cocoa Beach Plumbing accessed, they suggested the association repipe the F building and laundry room, similar to the recent G building plumbing replacement. As an alternative, Cocoa Beach Plumbing said they could patch the three current leaks, but it would only be a temporary fix. The current plumbing reserve account cannot support a full replacement.

**RESERVE STUDY DISCUSSION:** The reserve funding laws were passed this year that will add additional reserve budget accounts and require full funding by 2024. This will be discussed in more detail for the preparation of the 2023 budget.

**SECURITY CAMERAS – LAUNDRY/DUMPSTERS:** A preliminary discussion took place to consider adding cameras to monitor the laundry and dumpster area. Internet service would need to be added to the laundry area for connection. The goal of adding cameras is to help prevent negative activity currently occurring in the areas. It was recommended to consider additional cameras for monitoring the parking areas as well.

## **OLD BUSINESS**

**G BUILDING SCHEDULE UPDATE:** Carol has been working to get stucco estimates from a variety of contractors. It has been difficult getting responses from contractors. As of the end of August the reserve account for the G-Building stucco has \$9,909.72. Balcony railing was in progress of being replaced but the company halted work because damage could be more extensive. An engineer needs to assess before further action can be taken.

**E BUILDING SCHEDULE UPDATE:** Carol reported that some work didn't pass inspection last week. Final cement pour is on hold until the work is reinspected and passed.

**PAVER UPKEEP PROGRAM:** Last December the pool pavers were resealed. Between sealing, the association could pay for deck cleaning. This would be a quarterly soft wash but found it wasn't necessary. The work can be included in the new cleaning and maintenance agreement.

**POOL REPAIRS:** Before Clover Key took over as management, \$2,269.00 was expensed for pool repairs. A leak was repaired at the gutter drains and an auto-fill valve was replaced. Pool repairs were not budgeted for in 2022.

## **NEXT BOARD MEETING**

**BUDGET MEETING DATE:** November 7, 2023, at 4:00pm

**ANNUAL MEETING DATE:** To Be Determined

**ADJOURNMENT:** Carol made a motion to adjourn the meeting, Susan seconded, and all were in favor. The meeting adjourned at 5:25pm.

**Respectfully submitted,  
Lindsey Wilson, CAM #57168  
Clover Key, Inc**