

Ocean Park Owners' Association, Inc.
Board of Directors Meeting
Thursday, January 18, 2024 at 4:00 P.M. (Eastern)
At the Clubhouse and via Zoom

Minutes

Attendees: Carol Berg, President/Secretary
Richard Winn, Treasurer
Susan Braithwaite, Vice President
Richard Picard, Director at Large
Lindsey Wilson, Manager of Clover Key
Jennifer Vo, Manager of Clover Key
Owners present: 15

Call the Meeting to Order - Lindsey called the meeting to order at 4:00 P.M.

Establish Quorum – Lindsey certified the meeting was properly posted and a quorum was established.

Approve Prior Board Meeting Minutes – R. Picard motion to waive the reading and approve the November 29, 2023 minutes as present. The motion was seconded, all voted in favor, and the motion carried.

Financial Report – As of December 31, 2023:

Operating	\$ 39,853.38
Reserves	<u>\$513,338.07</u>
Total	\$553,191.45

Age receivable is \$ 13,738.17 – there are 5 late owners. The Board unanimously motioned to send two owners' accounts to the collections with the Attorney.

Old Business

E Building Update – Carol provided a building update and discussed final punch list items.

Reserve Study Update (consider pool funding) – Paul with Custom Reserves is still working on a report and will be scheduling a meeting to go over the final details and to discuss pooling reserves in the future.

Engineering Inspections (work in progress) – Keystone Engineering has been contracted to review the property for structural integrity, balcony, and roof inspections. An engineer and a roof tech will be on site this month to produce a report to provide to insurance to hopefully extend the life of the roof 5 more years before replacing.

Insurance Update - (contractor restrictions needed) – The general liability policy currently has an active claim expected to be resolved this month. The board and management discussed ways to make our property more marketable to insurance companies.

New Business

Laundry Contract Update – The current laundry contract with Aaxon is scheduled to expire on July 1, 2024. The board is working to get new proposals for Aaxon and other companies.

Select contract for G14/G15 “Balcony & Railings Project” – The board received 3 proposals from vendors to replace the balcony railings. Susan motioned to award Mersco the contract & take the money from structural reserves to the amount of \$49,451.94. If time permits, Mersco will also paint the balcony floors of those getting new railings for \$5,448 from painting reserves. The motion was seconded, all voted in favor, and the motion carried.

Change/adopt new rules using “OPS Unit Modification Policy - that will amend the current Rules and Regulations regarding Unit Remodel/Repair/Renovation. Carol motioned to approve and implement the policy which requires home owners to have written consent from the Association to make any structural addition or alterations in their units. Also now required is the unit owners to provide Contractor Name, Brevard County License number, Proof of Liability Insurance (\$1 million naming Ocean Park Owners’ Association), and Workmen’s Compensation Insurance on file.

Change/adopt new rules using “OPS Roof Access Policy” – that will amend our current Rules & Regulations #10 Roof. This policy states “Owners will need to fill out a Roof Access Form for any AC service or Home Inspector requested access to the roof. In addition, all AC companies or Home Inspectors will need to have Proof of Liability Insurance (\$1 million naming Ocean Park Owners’ Association) and Workmen’s Compensation on file. Susan motioned to approve and implement the Roof Access Policy. The motion was second, all voted in favor, and the motion carried.

Change/adopt new rules about Balcony/Patios - Carol made a motion to amend the current balcony/patio rules to limit no more than 2 planters no larger than 14 inch in width that has a material below that is impervious to protect the concrete integrity, limit outdoor furniture to 2 chairs and 1 small table. The motion was seconded, all voted in favor, and the motion carried.

Discussed a “two year of ownership restriction” before renting unit and how number of rentals relates to obtaining insurance. – Carol is asking the board to consider going for an owner vote to amend the governing documents that new owners would have to own for 2 years (instead of 1 year) before they can rent out their unit. This could help keep the tenant-to-owner occupancy ratio lower which will help us be more “marketable” to insurance carriers.

New maintenance person— M&M Maintenance has a new technician, Jesse. All maintenance requests need to continue to be sent to office@cloverkeyservices.com.

Adjournment – With no further business to discuss the meeting was adjourned at 5:22pm.

Respectfully submitted,
Jennifer Vo
CAM #50768
Clover Key, Inc