**East Horizon Condominium Association, Inc.**

**Board of Directors Meeting - Minutes**

**Thursday, September 28, 2017**

**CALL TO ORDER:** Stuart Ferderer, President, called the meeting to order at 7:00 p.m.

**BOARD QUORUM ESTABLISHED:** Board members present included President - Stuart Ferderer, VP - Liz Carroll, Treasurer - Cathy Laurenzi, Secretary - Jim George, Jim Collins and Stephanie Rindelaub for a quorum. Seven units were represented in addition to the Board Members. Brett McDowell from Oceanside Property Management was also present.

**PROOF OF MEETING NOTICE:** Brett McDowell presented proof of meeting notice posted 48 hours in advance of the meeting.

**PRIOR MEETING MINUTES APPROVAL:**

August 24, 2017 Minutes: Jim Collins motioned to approve the minutes, seconded by Jim George and approved unanimously.

August 26, 2017 Minutes: Liz Carroll motioned to approve the minutes, seconded by Jim Collins and approved unanimously.

September 12, 2017 Minutes: Stephanie Rindelaub motioned to approve the minutes, seconded by Liz Carroll. All approved except Cathy Laurenzi who abstained.

September 14, 2017 Minutes: Jim Collins motioned to approve the minutes, seconded by Stephanie Rindelaub and approved unanimously.

September 22, 2017 Minutes: Tabled

**MONTHLY FINANCIAL REVIEW AND APPROVAL:**

Brett McDowell noted the Association was over budget approximately $1,000 for the year. Cash and cash equivalents totaled $373,570. One-unit owner was in arrears one-month dues. Brett McDowell noted that Board Members would need to go to PNC to sign new signature cards.

Maintenance items over $200:

Elevator Repairs $25,054 – Elevator boards, starter and other parts. Liz Carroll made a motion to pay from the reserves, seconded by Cathy Laurenzi and passed unanimously.

Landscaping $400 – Additional clean up after hurricane Irma. Liz Carroll made a motion to approve, seconded by Stephanie Rindelaub and approved unanimously.

Generator $2,268 – Generator repairs including radiator hose and batteries. Liz Carroll motioned to approve the invoice and pay from reserves, seconded by Jim Collins and passed unanimously.

Domestic Water Pump $1,535 (bldg. 401) & Pump $2,051 (bldg. 403) – Motion by Liz Carroll to pay the invoice from reserves, seconded by Stephanie Rindelaub.

**PRESIDENTS REPORT/OFFICERS REPORT:**

* Stuart Ferderer noted that the second engineer review is complete and the Board approved moving forward with Phase II of the concrete project (Procurement stage) at the prior board meeting.

**COMMITTEE REPORTS:**

Budget Committee – John C, Dave V and Doug P volunteered to be on the budget committee along with Cathy Laurenzi (Treasurer). OPM prepared the draft budget for the committee.

**MAINTENANCE REPORT:**

* Brett McDowell noted the wall painting project will begin Friday and last approximately one week pending any bad weather.
* Bldg. 401 roof repairs – Liz Carroll made a motion to approve the proposal for $3k to install a new vent cap and repair roof coating, seconded by Jim George and approved unanimously.
* Contract Renewal Policy – Cathy Laurenzi drafted a policy which was reviewed by the board. Cathy Laurenzi made a motion to approve the policy with several minor updates, seconded by Stephanie Rindelaub and approved unanimously.
* Several fencing companies came out to give proposals, currently only one company provided a proposal. The fencing companies are backed up several months due to the hurricane.
* Hurricane Irma caused many damages including pool fence down, crossover damage, several owners had leaks, landscaping damage, roof damages, parapet wall damage on roofs, solar heater damage and other minor damages. The Association filed a claim but did not meet the hurricane deductible.
* The key policy was discussed. The Board asked that the estoppel include a signature line for new owners to approve the number of common area keys received. If owners lose a key they must sign a form that notes they lost the key and must be notarized.

**OPEN DISCUSSION:**

None

**ADJOURNMENT:**

With no further business to discuss, the East Horizon Condominium Association meeting was called to adjournment at 8:55 p.m. The next meeting will be on 10/19/17 at 7 p.m.

Respectfully Submitted,

Brett McDowell

Oceanside Property Management