

# WP1 BoD Minutes – 11-Nov-2016

Via Skype 3-5pm ET

## Selection of Officers

After a discussion on individual strengths, experiences, and preferences, the BoD positions were selected as follows:

- President – Leon Anziano
- Vice President – Tim Miller
- Treasurer – Margaret Howell
- Secretary – Rick Heiges
- Assistant Secretary (aka Bldg/Grounds) – Steve Boheler

## BoD Committee Liaisons

It was also decided that a BoD representative should be on the subcommittees so that reporting / escalation can be clear. The following committees have the following BoD representatives:

- Election (electronic voting) – Leon
- Building and Grounds – Steve
- Communications – Margaret
- Website – Rick / Margaret
- Bylaws – Tim / Rick / Margaret
- Finance – Margaret / Tim
- Newsletter – Margaret

## Actions

### Security Cameras

Since installation of the security cameras, several incidents have been caught with appropriate follow-up action. However, there is a current “blind spot” on the ocean side for the balconies of the 2<sup>nd</sup> and 3<sup>rd</sup> floors. The current camera positioning would cause potential privacy issues if the cameras were repositioned. One solution is to mount additional cameras from the “side” to avoid privacy issues. A quote from the company that installed the cameras earlier this year is \$3,783. This is for 6 HD Cameras. The BoD voted unanimously to go ahead with this quote.

### Dryer Vents

Recently, several owners took the lead and found a great deal to get dryer vents cleaned along with the AC ducts. It has been shown from the cleaning that this has long been neglected by many homeowners and represents a potential safety hazard for the dryer vents. In the interest of safety, the BoD has decided to enforce an annual cleaning / inspection of dryer vents. All units should have their dryer vents cleaned / inspected by Dec 31, 2016. Those owners who do not have them inspected by then will be billed by the HOA for this service. This annual cleaning / inspection will be standard going forward. The

cost for dryer vent cleaning is \$40. The HOA will include this as part of the HOA fee for an annual vent cleaning. It is our desire to make sure this potential hazard is maintained each year.

### Light Fixtures

New Light fixtures have been decided upon for the street side of the building. They use LED bulbs and are very energy efficient. It was also decided that fixtures for the owner balconies will also be purchased – approved unanimously. The total cost of the light fixtures is \$5,720.40; it does not include installation and electrical work. Before this goes into effect, bids for electrical work associated with the installation of these fixtures is still pending. The cost of “ALL” the light fixtures and installation will be covered by the HOA reserve fund or underspent maintenance funds. This will include the cost of all owner balcony lights.

### Lobby / Pool Doors

Steve has been investigating options for all lobby / pool doors. The main entrance door was recently replaced as was one of the side doors. Steve believes that there is a better solution to our lobby / pool doors.

### Fire Doors

It appears that there is now an approved fiberglass door that may be used for the chimney stack doors. These doors are very expensive and thus we are looking at other options for replacing or maintaining these doors. We understand that the performance (rust and operation) of steel doors in an ocean front environment. The Building and Grounds Committee will look for alternatives to the maintenance issues.

### Other Matters

#### Electric Outlet Inspection

Due in part to the dryer vent inspection, the electrical outlets in our units may need attention. The fire from two years ago was determined to be started by an electrical outlet. We believe that all outlets in the building including those in homeowner units should be inspected. Look for more information to come on this front.

#### Parking Subcommittee

Recently, there has been some discussion around parking policies and guidelines. The BoD will be forming a subcommittee on this issue with some guidelines from the Master Deed and also the NMB parking codes.

#### Reserve Funds

The amount of funds tagged as “reserve” for major expenses and emergencies needs to be established. Some research on this has already been done and should be a topic of the Finance Committee.

#### Bidding Guidelines

Guidelines need to be put in place for when a bid is needed or not. The Finance Committee will take up this topic with advice from the BoD and the Management company.

#### Anticipated Dates for Future BoD Meetings

The following are dates tentatively scheduled for future BoD meetings:

- Jan 14

- Apr 22
- July 15
- Sep 2
- Oct 21 – Anticipated HOA Meeting

The BoD will try to meet in person where/when possible. These dates are tentative at this time.