

**Starfish III, IV & V Condo Association
Board of Directors Meeting
December 29, 2012
Ocean City MD**

Agenda

1. Call to Order - Dick Gilbert

2. Board of Directors attending

- Richard Gilbert
- Mark Byrne
- Garrett German
- Tom McDaniel
- Bill LaChance
- Bill Riley
- Eric Chadwick (via phone)
- Nina Poss (via phone)
- Manny Gomes (via phone)
- Cindy Mackey (ShIPLEY Management)
- Yale Tankus (non-board member)

3. Management Report – ShIPLEY Management - Cindy Mackey

- Condo association is in very good shape
- Net income is \$25k available for investment; Matt asked if we want to move this amount to another money market CD.
- Most owners are up to date on dues, none are past 90 days, one is approaching 90 and is about to receive a late notice.
- Discussion was conducted about when to communicate and the board decided to create a standard letter that will be sent to any owner who is nearing 60 days past due.
- Discussion about the potential to lower condo fees if we have no capital improvement projects identified. Further review is needed; a motion was made and passed to have an engineering review of the buildings to include the roof, siding, concrete and stairway areas to determine costs for maintenance and or replacement going forward. A formal reserve cost study will be produced and made available for review.
- Cindy Mackey and Garrett German will work together to review the specifications for the roof, siding, concrete and stairways to be ready to pass to an outside firm for potential estimates that will be used in conjunction with the engineering study.
- The management company received a few calls regarding trash on the balcony for unit 303 in building 3.
- Building 4 stairs are becoming rusted. Cindy and Garrett will coordinate with local contractors for inspections and will work with them to receive bids to make repairs.

4. Treasures Report

- Motion to keep the condo fees the same as 2012 for 2013 was made and passed.

5. Community Association Meeting

- Cindy and Garrett attended a community association meeting on November 3 2012. The meeting was organized to assist condo associations to better understand current best practices, community communication guidelines and recent legal situations that can affect condo associations in Ocean City.
- Some of the issues that were discussed: Ensuring there is complete transparency between the board and the condo owners in terms of proposed changes to rules, copies of meeting minutes for all meetings, communication of elections with enough time for condo owners to respond or to run, publishing info on owners who are late making payments etc.
- Boards of Director meetings are to be open to owners.

6. Other business

- It was discussed that a notebook of maintenance plans, receipts, contracts, locations, insurance policies etc. needs to be created. Not one that replaces the files Shipley Management has but subsets of information that the board keeps and can easily refer. Tom McDaniel volunteered to create a draft table of contents for the notebook and to share this with the board.
- The insurance policy review is ongoing including the current appraisal. We may put the master policy out for bid once the review is complete.

7. Annual Starfish Condo Association Meeting –

- April 20, 2013
- 1:30 – 2:30 pm
- Northside Recreation Bldg (same location as last year)

8. Spring Work Day Projects - 2 work day dates identified

- Work day #1: April 13, 2013
 - Rain date: April 27, 2013
 - Work day #2: May 11, 2013
 - Rain date: May 18 2013
-
- Potential projects: Ant/pest control tree trimming, painting of building fronts, seal deck plank holes to keep birds out, caulking garage floor joints to walls, repaint garage walls & ceilings and remove grass around building 4.

9. Adjournment