

**Starfish III, IV & V Condo Association
Board of Directors Meeting
December 28, 2013
10:00 a.m.
Ocean City MD**

Agenda

1. Call to Order - Dick Gilbert

2. Board of Directors attending

- Richard Gilbert
- Mark Byrne
- Garrett German
- Tom McDaniel (via phone)
- Bill LaChance
- Eric Chadwick
- Nina Poss (via phone)
- Matt Shipley (Shipley Management)
- Shelley Hoffman (Shipley Management)
- Yale Tankus (non-board member)

3. Management Report – Shipley Management – Matt Shipley

- Quiet year, no major activities – no outstanding issues
- Shelley Hoffman has joined Shipley Management as the Starfish III, IV & V property manager.
- Discussion of financial reports being sent to Mark Byrne but Mark has not received them. There is an email issue. Going forward, Matt will send all correspondence and financial reports to the board. Richard, confirmed the email address list for Matt and can send another copy of that list to Matt if needed.

4. 2013 Accomplishments

- 2013 was a successful year, good progress was made on projects.
- Not many issues (the policies put in place are working) with rules violations, except a few items have been left by the dumpster (large chair etc.) that are not picked up by trash collectors. Items need to be broken down and put into the dumpsters, this is the owners responsibility.

5. Treasurers Report

- Matt Shipley provided a printed copy of the latest Balance Sheet and Projected 2014 Budget. There was a discussion about the differences in account listings from years prior to the 2013 detailed budget and the 2014 projected budget. It was decided that Mark Byrne, Eric Chadwick, Janet Gomes and Matt and or Shelley will review details of the budgets, accounts and restate appropriately to reflect accepted accounting practices, account names and categories, similar to those established prior to 2013. No owners are

more than two months late. Owners that were late caught up. The policy of sending a collection notice after an owner is three months late was restated.

- The condo fees were raised by \$10 per month in 2013.
- There was a discussion of water bills and it was unclear if the association's yearly amount has gone up significantly. Matt was going to research the past 4 years of water bills and send the info to the board for comparison.
- Shipley Management opened a checking account for the association with the Ocean City Bank because PNC no longer prints does condo fee coupons.
- Matt Shipley is going to leave \$1100 in PNC to cover utility bills and is going to move \$10,000 to a Money Market Account at PNC.
- The board of directors asked Matt that if additional changes to the accounts need to be made, these requests will be made, preferably in email to the entire board of directors going forward.

6. Condo Fees – Late Fees

- PNC set a 10% late fee notice on the coupons and these were mailed out to all owners. The board of directors discussed that there was not notification to the owners prior to this change. A motion was made to table the fee and to take it to the annual homeowners meeting for discussion and a vote, the motion was seconded and all were in favor, no one opposed.

7. Record Keeping Duties

- Various documents relating to paint colors, vendors used and maintenance items need to be collected and put into a binder.

8. Reserve Study

- Most of the board has reviewed the engineering study, further review and discussion at a group level was proposed.
- The \$10 condo fee per month increase will help offset future costs associated with the engineering study.
- A group of association members will canvas the buildings on the next work day to make recommendations to the board regarding the engineering study report.
- Garrett German and Eric Chadwick will contact additional contractors and try to obtain pricing on repairs and welding of Building IV stairways.

9. Annual Starfish Condo Association Meeting

- April 26, 2014 – 1:00 p.m.
- Northside Recreation Building (same location as last year)

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

- Work day #1: April 12, 2014
- Work day #2: May 17, 2014
- Rain date: May 24, 2014
- Workday project list

- Building V step painting (Garrett checking on stair pads)
- Complete brushing and cleaning of dryer vents for all three buildings
- Insect spraying & granular insecticide deposited in problem areas
- Weed killer sprayed
- Repainting of Building III's sign
- Bury Comcast cable along north side of Building IV
- Roof and roof hatch inspection
- Re-sealing of landscape ties
- Repainting of deck floor(s) – Check on cure time, choosing floors, which owners notified of floors to be closed, arranging to have floor power washed prior to painting
- Painting of fascia and outriggers of Building III and paint touch up of all outriggers on Buildings IV & V.

11. Existing Rules and Regulations

- Nothing new to add, rules are working as intended

12. Website Update

- Proposal to add an additional layer of security (SSL Certificates) via the website provider was made and approved. New charges will be an additional \$69.00 per year.

13. New Business

- No new business

14. Adjournment