

Starfish III, IV, V Condominium
Annual Owners Meeting Minutes

5/19/18

I. Call to order

Dick Gilbert called to order the regular meeting of the Starfish III, IV, V owners at 9am on May 19th, 2018 in the conference room at Northside park, Ocean City MD.

A moment of silence was had in honor of owners and family members passing.

Gilbert read aloud a letter to the association received from the Valle, Valentin, Green, and Vargas families. These are immediate families of “Tito” (our contractor and handyman) and live in Puerto Rico. They, and many others, were devastated by multiple hurricanes during the 2017 season. A donation collection was set up through the homeowners association resulting in \$2,065.00 being sent to these families in need. A hard copy of the letter is to be sent to the owners, along with the meeting minutes.

II. Roll call

John Jensen conducted a roll call via sign-in sheet. The following units were present:

III Building- 102, 103, 104, 201, 202*, 203*, 301*, 302*, 304

IV Building- 101, 102, 103, 104, 202, 204*, 301*, 302*, 303, 304

V Building- 103, 202*, 204, 301, 302*, 303, 304

* indicates proxy submission

Quorum requirements were satisfied. Owners introduced themselves.

III. Approval of minutes from last meeting

A motion to approve the minutes of the last owners meeting as presented was made by unit III-103, second by unit III-104. The minutes of the previous meeting were approved as presented.

IV. Financial Review

Janet Gomes presented financial reports. They included Operating Costs, Reserves, and Accounts Receivable.

V. Management Report

Jensen updated the owners on several management related issues. Overall association comparison is good. 2017 had a few various water leaks at the property. Owners were reminded to report leaks immediately to Mana-jit.

Mana-Jit has a live 24-hour answering team. Please call at anytime, 410-289-1128. During weekends and after normal business hours, on-call managers will deal with emergency situations. All other normal business will be responded to during the next business day.

Jensen reminded the owners that access to units is needed. Mana-Jit must have a functioning key or code on file in their office. If you have changed your locks recently, please send a new key to Mana-jit.

Jensen informed the owners of a recently passed Maryland law that requires smoke detectors to contain a 10-year sealed lithium battery in all residencies in the state. For additional information or assistance, please contact the Ocean City Fire Marshalls office at 410-289-8780.

VI. Smucker Roof Presentation

Jake Smucker, of Smucker's Construction introduced himself and his company to the owners. Jake has worked with board member Tom McDaniel on several other roofing projects.

Smucker presented two roofing systems to the owners; an insulation packing and membrane system, and a spray foam elastomeric system. The benefits of each system were conveyed to the owners.

Smucker recommend the spray foam elastomeric system for application to the Starfish III, IV, V buildings.

VII. Air Conditioning/Replacement Presentation

Manny Gomes spoke to the owners about the HVAC rooftop units in conjunction with the planned roofing project.

All HVAC units will be audited before any roof construction begins. The audit will note current operations and conditions of each unit. Manny informed the owners that there are already several common elements that will need to be upgraded during the roofing project.

Manny will be offering to replace units as desired by owners at a discount/bulk rate. The proposed new units will most likely be Carrier Coastal Units. Further information on HVAC replacements will be sent to the owners this summer in anticipation of the roof replacement in Fall 2018.

VIII. Updated on Roof Assessment Totals

As of May 2018, \$88,560.00 has been collected and marked for the roof replacement project.

IX. Vote of New By-laws

The Board of Directors has been working with a local attorney for a few years to rewrite the by-laws in order to update the document and modernize the document. Prior to the meeting, all owners were mailed a set of the proposed new by-laws, notification of by-law voting to be had at this annual meeting, and a proxy form.

The floor of the meeting was opened for comments on the by-laws. One question was raised on limiting the amount or percentage of dues increases that the board can approve. After discussion, the board will look further into this topic as a subsequent amendment to the by-laws.

After presentation of the proposed by-laws, unit IV 101 made a motion to accept the by-laws as presented, the motioned was second by unit IV 103. The motion passed with a positive vote of 26 units.

Jensen will have a copy presented to the Board for signature, and the attorney will file the new by-laws with the Maryland land records department.

X. Report on Workday Projects

Garrett German updated the owners on the recent work weekends held in 2018. Many projects were successfully completed. The board and owners were satisfied with attendance of 20 units and results of the work weekend events.

Credits will be given to the attending units for the 2019 fiscal year.

XI. Board of Directors

In consideration of the amended by-laws being passed by association members, the board will be re-established. The following nominees were made and accepted:

Ann Calandra

Dave Dudish

Dick Gilbert

Manny Gomes

Thomas McDaniels

Nina Poss

Ernie Wright

Ed Rodier

Bethann Kretzman

A vote was held by the ownership in order to establish years of each term. After voting, Gilbert, Dudish, and Gomes will serve 3-year terms. Calandra, Poss, and Wright will serve 2-year terms. And McDaniel, Rodier, and Kretzman will serve 1-year terms.

XII. Owner Reminders

Only two parking spaces are assigned to each unit, with under-building parking on a rotating basis. Those not parking under the buildings may park in the gravel parking lots or in public off-street parking. Parking permits for the 2018 year have been issued and must be displayed at all times while parked onsite.

Bikes in the storage racks that are unwanted should be discarded. Bikes that are stored and used frequently should be labeled as to the unit with which they are associated.

Please check the age of your water heater. It is commonly recommended to replace any water heaters over 10 years old.

Please be sure to turn off your water when leaving the unit for any extended period of time.

The minimum heat setting is 55 degrees. This is regulated by the insurance company. Any damages incurred as a result of insufficient heat may be denied. It is imperative that your heat be turned on and set no lower than 55 degrees.

XIII. Adjournment

Gilbert adjourned the meeting at 11:01am.

Minutes submitted by: John Jensen, Property Manager, Mana-Jit Inc.