

**High-Tide Condominium Association Work Session Meeting**  
**August 28, 2024 • 10:00 am**

**ATTENDEES:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> David Passey    | <input checked="" type="checkbox"/> Al Rubeck        |
| <input checked="" type="checkbox"/> Rita Schilling  | <input type="checkbox"/> Jerry Furey                 |
| <input checked="" type="checkbox"/> Craig Ottavelli | <input checked="" type="checkbox"/> Tim Carr (staff) |

**MINUTES:**

1. Building and Grounds
  - a. Tim reported all propane tanks are replaced and enclosures updated. Doors are being painted over time, with around 8 remaining on A & B. C building begins next week. Entrance rocks are being updated. The stairwell railing in B building is peeling.
  - b. Bubbling paint – bubbles are scraped in some areas and primer has stopped the problem. Tim plans to address all the bubbling paint over time, beginning in the spring.
  - c. Ronnie may not be available for much work in the future. Tim will get his shop key and learn his future plans.
  - d. Owner maintenance – The process is working, and minimum charges are being implemented.
  - e. Picnic tables – Al is ordering signage to notify users of picnic table policies.
  - f. Door Peepholes – A member requested permission to install a peephole. Consensus of directors is owners can have them installed by putting in a request through the new repair system or by hiring a lic/bonded contractor. Because doors are an HOA responsibility, owners should not attempt to install peep holes on their own.
2. Treasurer's Report (see attached financial reports) – Processes are working well! Monies are kept in reserve accounts as long as possible, but funds have been transferred from reserves to cover upcoming expenses.
3. Insurance Cancellation – Liberty Mutual has given notice of cancellation of the liability policy. The HTCA agent is seeking new coverage.
  - a. Owner Liability Coverage Requirement – if insurance becomes a requirement, OrgSupport can track compliance.
  - b. Notice to Owners
4. CCR Strategy for Completion – At the September meeting of the board the draft document will be in the board packet for review. The board will have an opportunity to provide feedback, send the document for a legal review (which will come with a cost), and ultimately move it to the owners for review and approval.
5. Items from the Floor
  - a. Rita is working with Michele to streamline the payment processes.