

Hi-Tide Condominium Association Board of Directors Meeting

Minutes

July 29, 2026

ATTENDEES: Craig Ottavelli, President; Jerry Furey, Vice President; David Passey, Secretary; Rita Schilling, Treasurer; Matthew Quick, Elizabeth Roche, Pat and Michele McAllister

ACTION ITEMS

- Craig Ottavelli will add Unit-Specific HOA Dues to the August work-session agenda for discussion.
- Craig Ottavelli will compile recurring HTCA dates and activities from the OrgSupport tracking system and send them to Rita Schilling and Matthew Quick.
- Craig Ottavelli will send owners a concise rental-management transition update and schedule an informational meeting when additional details are available.
- Craig Ottavelli will share the new rental-management contracts or agreements when drafts are available.
- Craig Ottavelli and Rita Schilling will clarify the insurance-certificate policy so owners instruct their agents to send updated certificates directly to OrgSupport upon annual policy renewal.
- Craig Ottavelli and Rita Schilling will incorporate the Audit Policy, Unit Entry Policy, and Owner Use of Maintenance Manager amendments into the consolidated policy manual and circulate it to the Board for review and approval by unanimous written consent.
- Pat McAllister will contact Al Rubeck about the conditional Building A approval and request the outstanding visit invoice, a more detailed Building A quote, and information about Buildings B and C from the contractor.
- Rita Schilling will resend the updated Treasurer and OrgSupport responsibilities list to the directors, including Matthew Quick.
- Rita Schilling will work with OrgSupport to confirm whether any owner dues remain outstanding at the end of July.
- Rita Schilling and Matthew Quick will refine and format the annual calendar information for posting to the HTCA website.

MINUTES

1. Call to Order
 - a. **President Craig Ottavelli called the meeting to order at 10:10 a.m.**
 - b. A quorum of directors was present.
2. Owner Comments and Questions
 - a. No owner comments or questions were offered during the opening comment period.
3. Policy Amendments
 - a. **The Consent Calendar was removed because the prior Board minutes had already been approved.**
 - b. The Audit Policy, Unit Entry Policy, and Owner Use of Maintenance Manager amendments had been prepared as standalone documents rather than incorporated into the consolidated policy manual. The revised manual was to be circulated for unanimous written consent; the policies were not approved at this meeting.
 - c. *Craig Ottavelli and Rita Schilling will incorporate the Audit Policy, Unit Entry Policy, and Owner Use of Maintenance Manager amendments into the consolidated policy manual and circulate it to the Board for review and approval by unanimous written consent.*

- d. Audit Policy
 - e. Unit Entry Policy
 - f. Owner Use of Maintenance Manager
4. Building and Grounds
- a. **The scheduled Building and Grounds report was tabled because Al Rubeck and Tim Carr were unavailable.**
 - b. President Ottavelli reported that maintenance was proceeding well, including deck work, budgeted seasonal assistance, and planned equipment for the clam shack.
 - c. Maintenance Manager Report
 - i. No separate report was presented.
5. Treasurer's Report
- a. Treasurer Rita Schilling reported that financial statements were included in the packet, the roof contract had been paid, and most owner dues appeared to have been received. Coordination with the rental group on billing and the management transition was proceeding smoothly. The compromised Association credit card had been closed promptly, and OrgSupport had mailed the replacement card to Tim Carr.
 - b. *Rita Schilling will work with OrgSupport to confirm whether any owner dues remain outstanding at the end of July.*
6. Wi-Fi Update
- a. Pat McAllister presented a \$6,900 plus tax proposal for Building A, assuming assistance with cable and conduit installation. Directors discussed coverage gaps, access-point placement, and the need to distinguish internal distribution problems from Coast Communications service issues. Rita Schilling reported that Coast expected further upgrades but had not provided a firm completion date.
 - b. **It was moved by Rita Schilling, seconded by Jerry Furey, and was unanimously passed to approve the \$6,900 plus tax Building A Wi-Fi proposal, subject to Al Rubeck's review and acceptance.**
 - c. Building A would provide the initial implementation before Buildings B and C were addressed. Additional pricing and coverage details were needed for the other buildings. Alternative service providers were discussed, but no provider change was approved.
 - d. *Pat McAllister will contact Al Rubeck about the conditional Building A approval and request the outstanding visit invoice, a more detailed Building A quote, and information about Buildings B and C from the contractor.*
7. Officer Positions for the Board
- a. **It was moved by Matthew Quick, seconded by Jerry Furey, and was unanimously passed to retain Craig Ottavelli as President, Jerry Furey as Vice President, David Passey as Secretary, and Rita Schilling as Treasurer for another year.**
8. Owner Information Meeting
- a. Directors favored a concise owner update while rental-management transition details were still being developed, followed by an informational meeting when more information was available.
 - b. **The Board agreed to provide an owner update before scheduling the informational meeting.**
 - c. *Craig Ottavelli will send owners a concise rental-management transition update and schedule an informational meeting when additional details are available.*

9. Yearly Calendar
 - a. **The Board agreed to regular business meetings at 10:00 a.m. on the fourth Wednesday of odd-numbered months and work sessions at 10:00 a.m. on the fourth Wednesday of even-numbered months, held via Zoom and posted to the HTCA website.**
 - b. Routine Board Actions and Deadlines
 - i. Directors discussed a published annual calendar covering recurring activities such as audit-committee recruitment, director recruitment, and annual-meeting notices. President Ottavelli noted that much of this information was already maintained in the OrgSupport tracking system.
 - ii. *Craig Ottavelli will compile recurring HTCA dates and activities from the OrgSupport tracking system and send them to Rita Schilling and Matthew Quick.*
 - iii. *Rita Schilling and Matthew Quick will refine and format the annual calendar information for posting to the HTCA website.*
10. Policy Manual Updates
 - a. This item was addressed under Policy Amendments.
11. Rental Group Update
 - a. The rental group reported that 14 units remained in the program and that transition work centered on financial arrangements with the new management company. Pat McAllister described the working relationship positively while noting lower occupancy in recent years. President Ottavelli reported that replacement contracts and agreements were being developed to better serve owners and the management company.
 - b. *Craig Ottavelli will share the new rental-management contracts or agreements when drafts are available.*
12. Insurance Certificates
 - a. President Ottavelli reiterated the annual certificate-of-insurance requirement and the request to name HTCA as an additional insured. Directors discussed clearer renewal instructions because some owners understood submission to be required only in January. David Passey recommended that owners instruct their agents to send renewal certificates directly to OrgSupport for recordkeeping; no specific number of days after renewal was adopted.
 - b. *Craig Ottavelli and Rita Schilling will clarify the insurance-certificate policy so owners instruct their agents to send updated certificates directly to OrgSupport upon annual policy renewal.*
 - c. David Passey reported that he and OrgSupport had worked through inconsistent owner-roster versions and identified a shared roster for maintaining updates.
13. Financial Responsibilities
 - a. Rita Schilling described a responsibilities list intended to clarify financial tasks handled by the Treasurer and OrgSupport for future continuity. She had incorporated feedback and wanted to verify the division of responsibilities with OrgSupport; no new policy was adopted.
 - b. *Rita Schilling will resend the updated Treasurer and OrgSupport responsibilities list to the directors, including Matthew Quick.*
14. Items from the Floor
 - a. An owner asked whether one-bedroom and two-bedroom units paid the same HOA dues. All units currently paid the same dues. Directors discussed possible allocation factors, including unit size, common-area expenses, usage, and reserve costs, and noted that governing documents would need review before any change. No dues change was approved.
 - b. *Craig Ottavelli will add Unit-Specific HOA Dues to the August work-session agenda for discussion.*

15. Notifications of Impending Desires to Buy, Sell, or Trade Units
 - a. Unit 32B was not on the market but would entertain serious offers. Unit 1 was offered for sale without an agent listing. The owner of Units 7 and 8 was also willing to consider offers.
16. Adjournment
 - a. **President Craig Ottavelli adjourned the meeting at 11:00 a.m.**

NEXT BOARD MEETING: September 23, 2026 at 10:00 a.m. via Zoom