

High-Tide Condominium Association Board of Directors Meeting

June 07, 2024 • 10:00 am

Join Zoom Meeting:

<https://orgsupport.zoom.us/j/84331394879?pwd=RI9h9bE2CChCaLUmaLNnFbgno7JrY.1>

Meeting ID: 843 3139 4879 • Passcode: 533824

ATTENDEES: David Passey, Rita Schilling, Craig Ottavelli, Al Rubeck, Jerry Furey, Pat McCallister (guest), Elizabeth Roach

MINUTES

1. Call to Order – **Craig Ottavelli the meeting to order at 10:10 am.**
2. Election of Officers – Directors discussed roles and responsibilities. **It was moved, seconded, and passed unanimously to elect Craig Ottavelli as President, Rita Schilling as Treasurer, David Passey as Secretary, and Jerry Furey as Vice President.**
  - a. **It was moved, seconded, and passed unanimously, to re-appoint Al Rubeck as chair of the Grounds and Facilities Committee, and to empower him to sign contractor agreements related to grounds and facilities, to manage the HOA employee filling the Maintenance Manager position.** Al Rubeck appointed Pat McCallister to the Grounds and Facilities committee.
3. Consent Calendar – **It was moved, seconded, and passed unanimously to approve the Consent Calendar as presented.**
  - a. May 21, 2024 Board Meeting Minutes Approval
4. OrgSupport Agreement – **Per association action at the annual meeting it was moved, seconded, and passed unanimously to direct the Treasurer to Sign the HOA approved Agreement with OrgSupport.**
5. Building and Grounds
  - a. Personal Property Inventory Update – *Michele and Rita will work on the personal property filing with Grays Harbor county. Upon completion, final personal property tax documents will reside with OrgSupport, who will remind the board to update the report annually, and file the report on behalf of the organization.*
  - b. Door Color – **President Ottavelli referred the question of what color to paint the doors to the Grounds and Facilities committee for consideration and to bring a recommendation back to the board for a final decision.** *OrgSupport will include Door Color on the next board agenda.* Consensus of the board is to allow owners to paint their doors any color they choose from a pallet provided by the board. The HOA will paint the door using the color selected
6. Treasurer's Report
  - a. *OrgSupport will ensure Tim Carr, the HTCA Maintenance Manager, receives his pay stubs either via email or by mail.*
  - b. Clockify Upgrade – President Ottavelli requested an upgrade to Clockify from the free account to a paid account to accommodate the advanced needs. **It was moved, second, passed unanimously to direct the Treasurer to work with OrgSupport to upgrade Clockify to accommodate the new interior unit work and streamline the payroll process.**
7. Maintenance Inside Units Policy – **It was moved, seconded, passed unanimously to approve and implement the Maintenance Inside Units Policy as presented.** *Consensus of directors is to authorize*

*Tim Carr to purchase some essential materials to have on hand for basic and usual maintenance needs.*

**It was moved, second, passed unanimously to set the maintenance rate at \$50 per hour, with a minimum charge of 30 minutes (\$25).**

8. U Plan It Committee – Discussion ensued to consider changing resource allocation related to the reserve study. The committee would have access to a database of information. The information will be available if in the future the board chooses to create such a committee.
9. Adjournment – **With no further business, President Ottavelli adjourned the meeting at 11:30 am.**