

Meeting of the Hi-Tide Condominium Association Board of Directors

May 21, 2024 • 10:00 am to noon

[Zoom](#) • Meeting ID: 848 7438 9246 • Passcode: 165677

ATTENDEES: Rita Schilling, Craig Ottavelli, Pat McCallister, Mary Anne McClaire, Jerry Furey, Mary Roche, Tim Carr

MINUTES

1. Call to Order – **President Ottavelli Called the meeting to order at 10:05 am.**
2. Consent Calendar – **It was moved, second, passed unanimously to approve the consent calendar as presented.**
 - a. March 27, 2024 Board Meeting Minutes Approval
 - b. Ratification of April 26, 2024 Unanimous Consents (2)
 - c. Notice of Executive Sessions Held to Address Personnel Matters on April 15, 2024; April 19, 2024; and April 24, 2024
3. Building and Grounds
 - a. Maintenance Manager Report – Tim Carr reported the roofs and chimney work is completed. After inspection it was determined the contractor delivered quality work. Pressure washing and caulking is complete, and painting will happen next week. Work is underway to create a list of materials needs to supply the maintenance department. Lawn care has begun.
 - b. Maintenance Calendar – Directors discussed a maintenance schedule (e.g. caulking, painting, grounds, etc.). Essentially, what maintenance is needed is recorded on a list to ensure the board is informed and there is clarity. *Tim Carr will work with Al Rubeck to develop a maintenance schedule that identifies regular maintenance items addressed on a regular basis.*
 - c. Property Security – Discussion ensued about the history of security issues at the HT over the years. Directors discussed property security needs, including the grounds in general, and the shop. *President Ottavelli created a disappearing task force to develop a security system recommendation for presentation to the board of directors; the task force will include Tim Carr, Craig Ottavelli, Pat McCallister, and Al Rubeck.*
 - d. Personal Property Inventory – The discussion revolved around the personal property tax. Craig Ottavelli emphasized that the HOA is required to track what they own for the purpose of reporting to the government. He assigned Tim the task of developing a list of all non-attached items on the property that are not fastened down, like picnic tables, lawn mowers, grills, etc. This list should be updated annually and valued based on their current condition and use. If any items go out of service, the HOA is responsible for removing them from the list. Craig also mentioned that he would translate the list into the proper form and that Michelle from HTOL would assist him in this process.
 - e. Asphalt Job – A patch was added to the asphalt job by the maintenance manager with an additional cost of \$400-500. **It was moved, second, and passed unanimously to approve the additional work and cost as part of the overall asphalt project.**
4. Treasurer's Report – Rita Schilling reported funds have been moved from two CDs approximately \$86,000.00 to the checking account. These funds will be returned to reserve investment vehicles when the new MM account is in place. Building and Grounds and Reserve Expenses have been reconciled. Work is completed aligning utility billing with the LLC and establishing new protocols.
 - a. The treasurer has applied for credit cards for the HOA.
 - b. A new money market account is set up and ready for use.
 - c. Reserve expenses to date are likely to exceed budget by a significant amount (estimated at \$80k).

5. Secretary's Report
 - a. Annual Meeting Reminder & Planning – The annual meeting is June 5 at 5:30 pm, via Zoom. Craig and Rita will prepare a draft policy for owner unit maintenance for consideration at the meeting.
 - b. Roster Update (emergency contact?) – Tabled. Dave Passey will report on roster status at the next meeting.
6. Update During Maintenance Policy Correction and Fireplace Policy – The Maintenance Policy was updated to remove 'fireplaces'.
7. Audit Committee Report – The audit committee reported on their review of the 2023 fiscal year. They will submit a written report to the board of directors. Overall the committee reported the systems and data are in good order. The committee recommends conducting an audit every two or three years, instead of annually.
8. Issues for Discussion
 - a. Employee Policies – Craig Ottavelli acknowledged the organization currently doesn't have any formal employee policies. He mentioned he has developed a harassment policy which is ready to be rolled out. He also indicated he has created a punch list of policies and shared it with the Board. Craig encouraged the team to provide any recommendations they have for these policies. The discussion is ongoing and will continue after the annual meeting.
 - b. Picnic Table Placement – Tables are pulled up to the buildings, which creates noise for owners. Consensus of directors is to consider language limiting picnic table use to the West half of the lawn area. Consider 'not closer than 'X' feet of any building or structure. *Rita Schilling will propose picnic table language at the next meeting of the board for review and possible adoption.*
 - c. Fireplace Policy Review – The Fireplace Policy was updated to include inspections every three years.
 - i. *Directors will review the Fireplace Policy and the next meeting of the board, particularly the section on responsibility for inspections (page 2).*
9. Contracts – **It was moved, second, passed unanimously to authorize Al Rubeck to sign contracts and agreements on behalf of the HTCA that are related to maintenance of the property.**
10. Notifications of Impending Desires to Buy, Sell, or Trade Units
11. Adjournment