**THE OGPOA PROPERTY OWNERS ASSOCIATION, INC.**

**BOARD OF DIRECTORS MEETING**

**August 16, 2019**

**10:00am.**

A meeting of the Board of Directors for The Ocean Gallery Property Owners Association, Inc. was held this date and time in the Clubhouse of the Ocean Gallery, 4600 A1A South, St. Augustine, FL 32080.

President Belz called the Board of Directors meeting to order at 10:00 a.m.

***Call to Order: Absent:***

Brandi Noegel via phone Jack Osgard

Les Stoklosa via phone

Ray Belz

Kathy Wiles

Carolyn Harbourt

John Heyer

***Proof of Notice:***

Notice of the meeting was posted on all official bulletin boards of the association, on the website and on Channel 8001 in accordance with the FS720 on August 3, 2019.

***Approval of Minutes***:

The minutes of the last meeting were previously distributed to the board. A motion as made by Kathy Wiles and seconded by Carolyn Harbourt to approve the minutes as amended. All were in favor and the motion passed unanimously. See Exhibit A.

***Treasurer’s Report:***

Scott Simmons, GM, in place of Brandi Noegel, reviewed the July financial reports for the audience. Overall, the association is in good financial shape and it is estimated that we will be on budget. See Exhibit B.

***Real Estate Report:***

In Carmen’s absence, Scott gave her brief summary of Sales activity for the year to date. See attached Exhibit C. In regards to the sales office contract, Scott is to investigate the following alternatives:

1. Continue with the type of contract currently held by Premier Properties (with them or others)
2. Charge rent for space with no shared commissions
3. Be our own sales agent.

***Committee Reports:***

ARC report - Sam Price gave a report for the ARC. The committee has been reviewing all the documents and is ready to present the final product which is the ARC Handbook. Sam Price gave a summary of the background of the HOA and the work involved in coming up with the Handbook. There is also a simple flow chart of the necessary steps for a modification request, a link to the approved plant list etc. Exhibit F.

ARC action report – Anne Belz gave a report of ARC business since the last OGPOA meeting. There was a conference call regarding a request from 101 VDP way to erect signs not to trim his bushes for the benefit of Trimac, 104 AGN request to install fiberglass sliders by Anderson was deferred until the Vistas board rules on it, VLP65 request for signage similar to 101 VDP way, the committee requested more info before a decision is made, and the Handbook was adopted. Sherri will send out an email blast with a link to the approved Handbook

Community Service Report – Scott read the report provided by David Tiller, dept supervisor.

Internet Bulk Services - Kathy Wiles, chairman of the Bulk Services committee, gave a summary of the offer from Comcast. ATT has not been interested in providing a renewal contract and will only provide month-to-month service. The existing ATT contract expires March 1, 2020. Comcast has offered internet and 120 channels of TV for $71 a month. The same package to include a landline is $84 a month. The committee has asked Comcast for a price to include another 100 channels to mirror what owners now have. A set top box and two companions along with HD service is included. It is possible that some units may need a wireless box for coverage which will be up to the installer. The contract is for 6 years with a built-in increase of 4% a year. Three hotspots will be provided for coverage at the pools and the board has asked that the number of hotspots be increased to five. After some discussion, the action items requested will be completed and a meeting will be set for Sept and Comcast will be invited to attend. It was agreed that the Board should pursue the following:

1. document in writing the information and comments provide by comcast at the August 15, 2019 meeting covering their proposal.
2. Kathy Wiles will contact AT&T to see if they are interested in bidding on the contract (up to now they have had no interest in another long-term contract with us)
3. Scott will contact Sand Dollar and Ocean Tennis & Racquet club to get their experience with Comcast as they recently completed a similar conversion with Comcast.
4. Schedule a Board/Committee meeting the week of September 10 to finalize discussion of proposal and co sider formal approval to move ahead with finalizing a contract.

***Rental Department Report*:**

Scott reviewed the performance report of the Rental department. The units are going to be reshuffled between the cleaning companies. Owner blocks in the high season create a loss of inventory. Thirty-two owners are renting on their own without the benefit of the OGP, with less than that aggressively marketing and renting their unit at a price much less than we can match. See Exhibit E.

***General Manager’s Report:***

Scott Simmons gave a report (See exhibit D) with items of interest being success of the pool attendants at the Vistas pools, power outages, theft of a three-wheeler by stealing a bar code from an owner’s car, replacement of the AC that services the fitness room and bathrooms, palm tree trimming off to a rocky start, a recent microburst damaged the tennis court fence and the maintenance shop roof, roadways inspected by Mathew Design Group and they are in great shape. We recently purchased a large number of replacement golf cart tires from a new vendor in Ormond at a great price.

***Old Business***:

The dunes area near the Vistas was recently cleaned up a bit by Tree Wise Men for $3600 earlier this summer. Paving is the association’s biggest expenditure. A local engineering firm, Matthews Design, was recently invited to the property to inspect the roads and he gave an estimate of another 6-10 years of life.

Procedures to track the inside work in units has been improved for contractors. This doesn’t work as well for owners that do their own renovations. President Belz thinks it’s important to know that the contractors doing work inside units are licensed and insured. After discussion, Scott was directed to come up with some sensible procedure to give us additional control. Carolyn Harbourt would like to see notification provided when noisy work is being done so the neighboring units are aware.

Scott will tighten up procedures for Contractor interior renovations as follows:

1. Contractors to register with and advise the Property Office of location, type and scope of project prior to receiving a pass to the property.
2. To show proof of insurance (if applicable)
3. Provide estimated timing of “noisy” work in order to adjacent owners of this timing.

***New Business:***

The draft utility agreement was discussed (Exhibit F). In the past OGPOA has taken care of water main line breaks, fire hydrant maintenance, etc. It has worked well in the past and this document will just formalize that. With all board members in agreement, a mot. A motion was made by Kathy Wiles and seconded by Carolyn Harbourt to approve the agreement and with all in favor, the motion was passed and the agreement was adopted. Scott will handle approval with the individual Associations at their next board meeting.

The draft budget (Exhibit G) was reviewed that has contains a 3% wage increase for employees and also an increase in the insurance. This results an increase of about $100 or an annual assessment of $1350.00 for the OGPOA.

The OGPOA must establish a Fining Committee. Kathy Wiles made a motion which was seconded by Carolyn Harbourt to appoint the members of the OGPOA Fining Committee as follows: Carlton Allen, Lorraine Becker and Charles Johnson.

The Del Prado, OGP and OGPOA Board have all received a certified letter with disputes against those boards from the attorney for one of the original owners.

The Owner’s Social is November 16 from 4-6pm. Owners are asked to bring an appetizer to share.

With no other business to discuss, a motion was made by Kathy Wiles and seconded by Carolyn Harbourt, to adjourn and with all in favor the meeting adjourned at 12:10pam.

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Respectfully submitted,

Les Stoklosa, Secretary

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**Prepared for the board by Prop Mgmt**