**Ocean View Estates Owners Association**

**Board Meeting Minutes**

**November 14, 2022 at 12:00 pm**

**Present:** Brenda Singer (President), Paula Harting (Secretary), Darren Horst (Treasurer), Larry Davis (ARC Liaison, and Covenant Review Chair), Ian Parrish (Landscaping & Pond/Drainage Chair)

**Call to Order**

B. Singer called the meeting to order at 12:00 pm

**Immediate Action Items**

 **Review and Approval of previous meeting minutes**

* Reviewed September and October meeting minutes. **Upon a motion duly made by D. Horst, seconded by L. Davis and unanimously carried, it was RESOLVED to accept the September and October minutes.**

**Reports**

**Financial Report -** D. Horst presented the Report.

* Normal treasury activity, bills etc.
* Account balanced and reconciled as of October 31 2022
* Budget Variance – under spent on Landscape due to lawn service and palm tree savings
* Transferred $2800 from money market to checking
* Balance Sheet – question raised on current liabilities of $5.90. D. Horst will investigate.
* Reviewed the proposed budget for 2023.

**Committee Reports**

**ARC – Larry Davis Liason**

* There are currently 2 requests for consideration.
* One is waiting on paperwork prior to the review process.
* One is regarding a tree that is rotted and leaning towards a house. B. Singer gave approval but permission from the town is still needed before tree can be removed.

  **Activities – S. McGrath-Smith** No update

**Communications – P. Harting** No update

**Social Media – S. McGrath-Smith** No update

 **Website – J. Maris**  - B. Singer will follow up with J. Maris regarding transition to new host.

**Landscaping & Pond/Drainage – Ian Parrish Chair**

* Owners should be aware of erosion around the pond (both current and future). The pond is healthy. Discussed possibility of adding some fish to help with algae and plant growth.
* Front sprinklers have been fixed, but still need to address rear sprinklers.
* Once all sprinklers are fixed, will seek a credit on water bill from the town.

**Old Business**

**By-laws and Covenant review - Larry Davis Chair**

* L. Davis has several community members that volunteered for this.
* The board needs to notify the lawyer (T. Prince) of the plans to retain them for by-law updates.
* Archiving review will begin in February 2023. We have obtained the guidelines of official documents and how long they need to be retained.
* Illegal apartment in community – Town code enforcement has been to the residence once. B. Singer will reach out to code enforcement again. The board may need to pursue legal action.

**New Business**

* The proposed 2023 budget- discussed increasing line-item expenses by 6%. **Upon a motion duly made by P. Harting, seconded by D. Horst, with dissent from L. Davis, motion was carried, it was RESOLVED to increase line-item expenses in 2023 budget by 6%.**
* There potentially could be a need for a special assessment for the covenant rewrite.
* The timings for 2 mailings to homeowners were discussed (1) their dues invoices and 2023 proposed budget, (2) mailing of information on the 2023 Annual meeting.
* A slight increase in annual dues will be needed to support the proposed 2023 budget. **Upon a motion duly made by D. Horst, seconded by L. Davis and unanimously carried, it was RESOLVED to increase annual dues by $30.03.**

**Upon a motion to adjourn the meeting duly made by D. Horst, seconded by P. Harting and unanimously carried, it was RESOLVED to adjourn the meeting at 1:45pm.**