

**OceanTree Condominium Association, Inc.**  
**3400 North Ocean Drive**  
**Singer Island, FL 33404**

**Special Assessment & Board of Directors Meeting Minutes**

**DATE:** Thursday, June 29, 2023  
**HOUR:** 6:30 PM  
**PLACE:** OceanTree Club Room  
3400 North Ocean Drive, Singer Island FL 33404  
**PURPOSE:** Special Assessment & Board of Directors Meeting Minutes

**Call to Order & Roll Call:**

Larry Griffin opened the meeting at 6:32 PM.

**Roll Call:** Barbara Beal called the roll with (3) present; (2) on phone; (2) Absent.

Present: Larry Griffin (President); Chuck Zubak (Treasurer); Barbara Beal (Secretary); On Phone: Theresa Manziano-Santoro (Director); Greg Otis. Absent: Johannes Neckermann (Director); Larry Law (Director)

**Determination of a Quorum:** A Quorum of the Board of Directors present.

**Proof of Notice of Meeting:** General Manager, Frank LaMorte, confirmed the posting & mailing of the Special Assessment Meeting notice.

**Reading and disposing of unapproved minutes:** Chuck Zubak motioned to approve the previous minutes as written. The motion was seconded by Barbara Beal. The motion passed without objection.

**President's Report:** The wallpaper removal is moving along as expected. AirMd (Mold Inspector) is onsite performing their visual inspections by taking before and after photos along with swab sampling the walls for lab testing and reporting. Once we get a clear-to-go from the lab, the next step in the process is wall paint priming and skim coating.

While changing out the fire sprinkler heads, we found a few that were partially clogged. We immediately contacted the fire sprinkler company and asked they assess the issue. They recommended performing a pipe and water sample test to determine the depth of the issue. Once we receive the results, we will move forward with remedying the problem by either installing an entirely new sprinkler system or performing a system flush of the lines with fire sprinkler head replacement which is based on the NFPA-25 protocol.

Our building's insurance increased substantially for the 2023-2024 policy period. We have never seen such a year-over-year increase as we are experiencing. The industry advisors explained that the increases are not necessarily due to hurricanes in our area but due to large carrier payouts throughout the country. Basically, an issue in California affects us here in Florida. We hope the coming years will reveal a slowdown in premium costs.

The new Florida Condominium law that affects all condominiums in Florida requires two inspections. One is the Milestone Inspection which requires an engineer to inspect the building and its structural components. The second inspection is called the Structural Integrity Reserve Study (SIRS) and is designed to ensure that Condo Owners Associations are reserving funds for the long-term maintenance and necessary replacement of critical structural elements in the building.


**Financial Report:** Chuck Zubak reported the operating account, as of the day of this meeting, has a balance of \$54,000. The Special Assessment account has \$543,000 with all of it set aside to be paid to the contractor and suppliers.

**New Business:** Motion by Chuck Zubak and seconded by Barbara Beal to approve the Special Assessment in the amount of \$927,100 for the purpose of providing the operating account with \$191,785 to cover an operating shortfall from 2021 and 2022 which was caused by insurance premium increases. The balance to be used towards the hallway remediation project and any other maintenance related expense. The motion was approved without objection.

**Milestone & SIRS Proposal:** Motion by Chuck Zubak and seconded by Theresa Manziano-Santoro to approve the Milestone and SIRS inspections in the amount of \$16,000. The motion passed unanimously.

**Unit Owner Comments:** Home owner Robert Robinson asked the board how the special assessment money was being allocated. Larry Griffin summarized that the money is being spent on the hallway mold remediation project and that he can contact the office for a more detailed report. Another owner commented that the building was built in the 1970s and needs to be maintained. The owner thanked the board for their hard work in keeping the building in proper shape.

**Adjournment.** Barbara Beal motioned to adjourn the meeting at 7:30 PM. Chuck Zubak seconded with all approving the adjournment.

Signed: 

By: \_\_\_\_\_

Position: Secretary

Date: 9/14/23