

**Oakwater Cove Zoom Board Meeting**  
**Mon, May 12, 2025**  
**Minutes**

Attendees: Dawne Reich, Charlie, Judy, Laura Fogleman, Ted Lynch, Perriag, Terry McFarland Ritchie

**Quorum Confirmation and Introductions**

The meeting confirmed the presence of board members Dawne moved and Charlie seconded commencement of the meeting at 6.02 pm. Judy, Laura Fogleman, Steve, and Becky, achieving a quorum. Ted Lynch joined the meeting, and there was a brief discussion about the expected attendance of Terry Jones and Ken.

The meeting began with an acknowledgment of recent achievements and the introduction of Duke Doogue, the new condo association manager.

**Budget Discussion for 2025**

The proposed budget for 2025 was presented, highlighting the significant impact of insurance costs and other incurred expenses. Laura Fogleman asked about the certainty of the insurance amount, and it was confirmed that it was a fixed cost. The discussion included the potential for future assessments and the goal of minimizing HOA fees while addressing upcoming community projects.

The proposed budget included a 10% increase, but adjustments in various line items would significantly affect individual HOA fees. The Board also discussed the need to manage HOA fees effectively and minimize future assessments for community projects that had been delayed due to a hurricane. The discussion also included the need for legal fees to update outdated bylaws and the importance of utilizing local contractors for better service and reliability.

**Attendance and Budget Discussion**

Judy questioned the rationale behind the current percentage allocations for unit charges, indicating that they may not accurately reflect the square footage of the units. Dawne acknowledged the need for a review of these percentages during the upcoming bylaw revisions.

**Website Development and Community Communication**

The group discussed the need for a community website, emphasizing its role in improving communication and managing responsibilities between owners and renters.

Bernard noted that currently associations with 25 or more units are required to have a website, which will include important documents such as our rules and regulations, budget, renter and buyer application forms and allow for easier issue reporting.

Various website development options were presented, with costs ranging from \$1,050 to \$1,750 for initial setup and an additional amount for annual maintenance.

The use of a website for document access was suggested as a means to simplify the process for realtors and applicants.

Additionally, Dawne emphasized the importance of community communication regarding guests and visitors, to enhance security and familiarity among residents.

#### **Background Checks and Liability Management**

The necessity of conducting background checks on potential buyers and renters was discussed to mitigate liability risks for the board and the association. It was highlighted that the checks would focus on criminal history, particularly concerning serious offenses like pedophilia, while also considering the context of past convictions

#### **Budget and Contractor Updates**

Ted Lynch proposed a budget of \$1,050 per year for website management, which was agreed upon by Laura Fogleman. It was emphasized by a conference room participant that the necessity of updating Bylaws after 50 years should be addressed, and it was noted that the management fee would increase due to inadequate services from Pinnacle. Additionally, there was a discussion about the importance of using local contractors for better reliability and service.

#### **Reserve Schedule and Property Maintenance Insights**

A reserve schedule approach for managing capital costs was outlined, focusing on capital items with costs exceeding \$10,000. The importance of planning for plumbing repairs was also stressed, as these can be costly, especially in older properties.

Additionally, the significance of maintaining curb appeal was mentioned to ensure Oakwater Cove remains attractive to our owners and to potential renters and buyers.

Duke will develop a reserve schedule for review by and input from the Board, before circulation to all owners.

#### **Budget Updates and Payment Procedures**

Dawne confirmed that the beautification committee's budget has been included and accounted for. Kent Kilbourne asked about the new auto payment details starting June 1st, to which Bernard responded that members would receive an invoice with the necessary information, prior to the date when the payment is due.

Members must inform their banks of the new payment amount, but no further action is needed if they already have automatic withdrawals set up.

#### **Dock and Stairs Update**

Dawne reported that the county rejected the permit application for the dock and stairs, claiming the property is commercial, which is being contested. Despite this setback, the project is moving forward without the permit, and there are plans to address erosion at the beach. The design of the

stairs remains under discussion, with considerations for aluminum options and the need for compliance with county regulations. Erosion issues on the beach were also addressed, with plans to tackle them alongside the dock

#### **Budget Approval and Meeting Wrap-Up**

Charles moved for approval of the Proposed Budget, which was seconded by Laura. The motion to approve the budget was approved unanimously by the Board members present.

The meeting was wrapped up at 6.45pm with thanks to all participants and a suggestion for a Zoom happy hour afterward.

#### **Action Items:**

- \* Duke will work with the committee on developing a new website for the association that will include necessary documents and communication tools.
- \* Bernard will negotiate the control of the website with the web service provider to ensure the association retains ownership.
- \* Kent will research options for removable aluminum stairs and provide information to the board.
- \* Duke will send the Board meeting minutes to the Board for their review and once approved, the minutes will be circulated, with a copy of the approved budget to all owners.

#### **Key Questions:**

- \* Are there plans to review the percentages assigned to owners based on square footage?
- \* Will the new website include a system to allow for background checks on renters?