

SOUTH HAMPTON PROPERTY OWNERS ASSOCIATION, INC.

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Wednesday, July 10, 2019

MINUTES

Pursuant to call, the special meeting of the Board of Directors of the South Hampton Property Owners Association, Inc. was held on July 10, 2019, commencing at 3:00 PM, by conference call.

- **Opening Comments**

President Dave Puckett opened the meeting and thanked everyone for calling in. Board Members represented at the teleconference: Dave Puckett, Don Matheson, Susan Leinenweber and Stephanie Baron. Absent was Bill Long.

Representing LITUS* To Let, Inc.: Chris Millar and Lynn Edmonds.

It was noted that Dave Puckett would serve as Chairman of the meeting and Lynn Edmonds would serve as Recording Secretary.

- **Waiver of Notice**

It was noted that as the meeting had been scheduled via email on July 8, 2019, a reminder notice was waived. Upon a motion made, seconded and approved; it was:

MOVED; that the notice of the meeting be waived, as the meeting is a special called meeting and was scheduled by email on July 8, 2019.

- **Purpose of the Special Meeting**

- Federal Requirement for Roofing Anchors

Don Matheson reported that OSHA has new regulations on all buildings which require the buildings to have anchorage for rope descending systems. In the past, when the building was waterproofed, the companies did counterweights to hold the systems. This is no longer allowed. Two bids were received for adding the new anchors on the building. One was from ProBell, which required the roofing system be opened and the anchors attached to the roof. This would require a roofing company to also be involved to fix the roof after the anchors are installed. The second bid was from Tribune, who would attach the anchors to the walls around the roof of the building. This would not disturb the roofing system. Federal regulation requires that the anchor system be

installed prior to the waterproofing project starting. After a discussion; a motion made by Stephanie Baron, seconded by Susan Leinenweber and approved; it was:

MOVED; that the bid from Tribune be accepted to have the anchors installed on the roof walls for \$95,000.00.

- Hurricane Shutters and Waterproofing

Don Matheson reported that the company chosen to provide the waterproofing product is requiring all hurricane shutters be permanently removed in order for the warranty to be in effect. The company will repair the balconies and walls of units that had shutters prior to waterproofing. These units are 1610, 1609, 1502, 1209, 1110, 1105, 1102, 1002, 410, 303. The BOD asked LITUS* to contact all owners with shutters and let them know to remove and not replace the shutters. After a discussion; a motion made by Stephanie Baron, seconded by Don Matheson and approved; it was:

MOVED; that the owners remove, at their expense, the hurricane shutters and are not to replace the shutters back on the balcony.

- Building HVAC Concerns/Updates

Don Matheson reported on the closed loop system used at South Hampton to heat and cool the units. The system has several components; the cooling tower, the 4200-gallon closed loop system and 294 individual units. The closed loop system uses chemicals which can be out of balance due to high temperatures and evaporation. Don wants all owners of original 30-year-old HVAC systems to be aware that acid cleaning of the unit's heat exchange coils must be properly and regularly completed, otherwise that unit is draining and polluting the entire system. All air filters should also be replaced monthly, just as you would in your home. The homeowner's units are the weakest link in the system as we have no control and can only request that all owners perform maintenance, change filters and monitor the condition of their unit.

- **New Business**

- Organizational Meeting

After the May annual meeting, the board was unable to meet to elect officers. It was done at this meeting, with the below results.

President	Dave Puckett
Vice-President	Don Matheson
Secretary	Susan Leinenweber
Treasurer	Bill Long
Director	Stephanie Baron

- **Adjournment**

There being no further business to come before the Board, a motion was duly made by Susan Leinenweber, seconded by Don Matheson and approved; it was:

MOVED; that the Board special meeting of South Hampton Property Owners Association, Inc. be adjourned.

Meeting Commenced: 3:00 PM

Meeting Adjourned: 4:00 PM

Submitted by:

Lynn Y. Edmonds, Acting Secretary

Dave Puckett, President HOA