Plymouth Manor Owners' Meeting September 30, 2023, OC Library 1pm

Steve Mulligan called the meeting to order at 1:28pm when a quorum was present.

Agenda: Below; reference Article III, item 13 of Master Deed

A. Calling of the Roll
    a. Tom Gaskill: Units present: 1, 2, 4, 5, 6, 7, 8, 12, 16, 18, 22, 23, 25
B. Proof of Notice of the meeting or certification as to waivers
    a. Per Steve Mulligan, notice was provided on 4/29/23. 5/3/23. 9/18/23. 9/26/23
C. Selection and appointment of inspectors of election.
    a. Steve Mulligan explained that Melissa from #18 volunteered to be an inspector of the election, however…
D. Election of Trustees
    a. Steve Mulligan explained that since there were two open seats for the Board of Trustees and only two applicants (Bob Hayes and Nicole Horan) there was no need for an election.
E. Reading of minutes of preceding meeting
    a. Tom Gaskill waived the reading of the minutes, as they were documented and emailed out following the last meeting. It was agreed to by the majority.
F. Reports of the officers
    a. Steve Mulligan, President
        i. Mold Mitigation is complete. It took until the middle of June for resolution primarily because of leaks under the building. The plumbing issues were addressed, the building was sprayed, and the vapor barrier is laid down. Two electrical issues were resolved. Wiring was not in the conduit the way it is supposed to be, and an electrician went in the crawlspace to fix it. We do have now additional plumbing issues to speak about under old business. Steve has spoken to 3 of the units that are affected. Units 12, 14, 11 and 15 are the units involved and their plumbing are in the same stacks. Steve does not think it's 11 and 15, because we had no issues during the initial plumbing inspection and things were fixed; it's more so upstairs. Renters were in the units using the facilities which helped show the leak(s). We are intending to bring a plumber in to manage viewing the plumbing in the wall to assess. We have to have a high-end plumber come in that has the equipment to inspect the wall before they tear it up (tomography). Neither Lenegan nor Palermo can do this. We are speaking with affected owners to let them know we need access, as there are still rentals going on as well. If a repair is required *before* the "S trap," it is the owners' responsibility. If it is the opposite, then the condo association is responsible. Lenegan inspected all units and told us there was not a problem with these specifically, and we found out about the leaks during the season. Per Bob Hayes, we will be sending a letter out to all 4 units for access for Board Members and plumber. Glen Kooker asked, as an owner, if we have a preferred

plumber designated for the association. No we don't, we recommend Lenegan but we cannot mandate. Bob suggested in case of emergencies, call Palermo.

ii. Steve talked about the beams that have been reinforced due to electricians and/or plumbers notching out the original beams for their work. We need limitations about who goes in the crawlspace. We have issues with people doing what they want because their contractor is working under the building. The Board of Trustees needs to be notified and involved each time. Dave Paul (16) asked if a tub leaks, who is responsible? The answer per Steve Mulligan is that the owner is responsible. He further described that if the leak is in the wall, it is the association's responsibility. If the leak passes through the wall into your unit, it is your unit's responsibility. Dave also asked about the back windows leaking. Per Steve Mulligan and Bob Hayes, this is most likely caused by the window gutter channel being backed up and leaking into the wall, but it is the owner's responsibility because windows are the owners' responsibility.

iii. The trash receptable has been replaced. Although technically the same cubic feet as the plastic version, this heavier metal version holds more. Steve explained that twice during the summer, he and another owner had to chase the plastic receptacle in the street during storms. Trudy (25) also said it was concerning for her vehicle. We initially replaced the metal container because of the smell associated with an aging unit. This new heavier metal one has been re-conditioned.

b. Bob Hayes, Vice President

i. Per Bob, Steve Mulligan discussed much of what needs to be covered. The Engineer's assessment was completed, and fixes were done. The engineer reported several areas of rot due to mold and we hired a company to sister those joists and the same company indicated that plumbing and electrical work was done and hacked into those joists. We could not sister in some spots, but plates were used that were engineered approved gusset plates to strengthen those joints to keep from a further split occurring. Prior to mold remediation, Bob thought we cleaned the crawlspace well and the main thing is to have it inspected on a yearly basis and keep flow through ventilation occurring. Bob replaced 3 fans. Steve Mulligan said that by recommendation of the mitigation contractor, the fans are only run at night because it is not effective during the day. Glen Kooker said his main concern is keeping the crawlspace tidy. Steven Gaskill (5) asked if we are committed to an annual mold inspection. Bob Hayes said he is drafting a maintenance plan where that will be completed. Steven also asked about the leaks and are they affecting recently installed insulation, and Steve Mulligan stated that the insulation is currently pulled back for those leaks. Steve Mulligan said we are waiting until primary rentals are finished-weekend rentals are still occurring, but during the week matters when plumbers are coming.

ii. Melissa Kibbe mentioned the shower areas out back on the east side of the building, that the boards laid are really low, and Steve Mulligan said that will be addressed later in the meeting.

c. Nicole Horan, Treasurer
    i. Financials went out 8/6/23 for the last quarter. Glen Kooker asked for expenses Year to Date for 2022 and 2023, Nicole will provide.
    ii. Today I've provided a current balance sheet, showing our cash balances.
    iii. All dues are current, 1 late fee is outstanding from July.
    iv. Pest Control services are contracted for another year.
        1. It was asked by Melissa (18) if the bait boxes could be moved to the sides of the building, but we really need them all around due to pests in the crawlspace.

G. Reports of Committees
    a. All Reporting in other sections of this meeting

H. Unfinished Business
    a. Plumbing leaks – as mentioned, we are working on that.
    b. NJ State law on renting – requirement is 500k of liability/property damage insurance purchased annually. Steve made copies of the law and previously emailed the information that went into effect in February of 2023. OC is cracking down on rental mercantile licenses and will require proof also. We are going to contact each individual unit. Here is the link for Ocean City licensure: https://www.ocnj.us/media/KnightBuilding/Mercantile%20Licensing/2022-2023%20RENTAL%20FORM.pdf. Email information for OCNJ is licensing@ocnj.us **The Board of Trustees is requiring all certificates for rental registrations of rented units by February 1, 2024. ALL UNITS must provide a Declaration page showing insurance coverage for also due February 1, 2024.** There was an issue this year between 2 units and one not having insurance. Last year we increased our liability insurance for the Association by $3M (from $1M) and it cost us $300.
    c. It was discussed whether we should put a cap on how many units get rented in Plymouth Manor. Steve M mentioned that the trend is that renters have tons of friends coming in. That increases shower usage, both inside and outside. There were more than the allowable people in each unit.
    d. Rental rules – there is a new list of renters rules placed in units, the Board is putting together a simple sheet including but not limited to: no smoking or vaping products in the interior or exterior, no sunscreen applications on deck or near railings, no pets for renters, turning off outside showers, no running on deck, no hanging of towels on railings, no bikes tied to poles, one parking space per unit. If maximum occupancy is over the limit, owners will be notified. The occupancy is 6 people including children in a 2-bedroom unit, and 4 people in a 2-bedroom unit based on the fire code. Karen (7) mentioned having bike racks in the breezeways depending on width. Owners/tenants are responsible for having the deck clean as noted in the master deed. Fines can and will be assessed. When Board members enter the units for the winter temperature check, the rules will be left in each unit. The rules will also be emailed.
    e. Laundry Room – we have had an issue with machines in the laundry room, the dryers stopped taking quarters because the collection boxes were overfilled. Our vendor has notified us of a Bluetooth option on machines that will be powered by an app to add money to be able to use them eliminating quarters. One of the 2 dryers was broken

because someone jammed a key in it, and it snapped off. In the fall, we will be replacing it. The existing contract is from 1981, and Glen (1) mentioned that they never wanted to sign a 10-year contract, so it's never been updated. It will be soon.

I. New Business
   a. If gutters run water in the crawl space like a drain, they will need to be rebuilt. This will not require a vote.
   b. We are considering a small, ramped walkway (tapered) replacing a small step that is currently a hazard.
   c. Melissa (18) asked about maybe a new stone out back because it's gross where the outdoor showers are, maybe a raised boardwalk. That area can use a little love.
   d. Dave (16) asked if the foundation is good. Bob (2) answered that per the inspection, they didn't find fault. New guttering helped with a majority of the problems. Bob thinks we need a combination of concrete and stone. The crawlspace entries need to be reconstructed along with cement project. Steve (8) said this is all in our continuing projects. The new drain in the back has provided much improvement.
   e. Deck spaces need to be better maintained by owners. It is not being cleaned well enough, and year after year it is adding to damage. The master deed Section 9 U talks about upstairs owners having to maintain the deck. Lisa (16) asked that owners that have cleaning services mandate that their cleaners also clean the deck in front of their unit. Steve (8) also mentioned that chairs need to be placed inside the unit at the end of each and every rental. The problem in Summer 23 was cases of severe weather- they get blown around down the deck as well as downstairs and it's only a matter of time before a vehicle gets damaged. Also, to replace them is about $50 each.
   f. Bob (2) said owners need to look after their places and be more responsible. Glen (1) said this meeting is preaching to the choir – that the owners present are not the issue.
   g. Steve (8) said one owner cannot be the maintenance man for everything. Dave #16 asked if we had a list of people, we could use in case a maintenance person needed.
   h. Stairs - We are in the process of reinforcing the steps on each side of the building. We are installing center supports (cement foundation) because this is an ongoing problem. To completely replace, we were estimated at a $10k cost for each side. As of now, they only need a center support, we just barely meet the code requirement.
   i. Fines – we are trying to make fines more important. In the Master Deed, it says $10 fines. $10 was good in 1981, but in 2023 it isn't relevant. In 2023, it's around $50. We need a 2/3 vote to change our master deed. We will send any vote out electronically. Karen (7) suggested making the fine imposing assigned by the Board, and not noting a specific amount. Lisa (16) said we need to collect all changes before amending the bylaws. Steve (8) will rework the fine structure to remove the dollar amount and we will poll to vote. Melissa (18) offered to type the bylaws to make it easier to amend and review.
   j. Siding – we have received quotes for the following. The exterior of the second floor is wearing poorly. There are soft spots and damage keeps piling. The 5th condo fee absorbed over the 4 quarters approved last year provides about 13k in fees. Nicole (4) recommended we go forward with siding and NOT creating a special assessment.

Painting will have to be done every 5 years or so. The Executive Board will meet again, provide recommendations, and send out a vote when necessary.

i. Siding = 40k, 20k, 15k
ii. Painting quotes: 9k, 12k

k. The Board will prioritize all projects as and provide more education when sending out future votes.
l. Bike Racks – the Board is going to pilot a solution removing the rock bed by the East stairs and placing a bike rack there. Rocks removed can be added to the back to help with the shower situation.
m. Temperature Checks will be completed 11/18. Also checking for running water of any kind: toilets, sinks, tubs. At least 2 board members will be entering each unit on that day. If you have renters, please have them grant access.
n. Winter Surcharge for water. Discussion occurred with all owners about approving a rental fee of $500 per unit that is going to rent in any calendar year. We are gaining attorney advice on this. We have increased water usage (over $500 monthly) because we are seeing more units rented. Some units had 14 people in a day coming in, eating, showering, stressing the infrastructure. Jim (23) suggested maybe prorating the fee by square footage. Steve (8) suggested that rentals are charging too low, thus creating a different clientele. Melissa (18) said her leave agreement includes guest limits. She wants to be told any time her unit exceeds capacity.
o. Zoom meetings - we discussed the pros and cons of this. Pro = higher attendance, Con = you don't know your neighbors and not sure if we would indeed receive higher participation. Perhaps a hybrid model moving forward can be achieved – but there has to be a moderator for Zoom.
p. Other:
    i. Dave (16) said new siding and parking lot upgrades can lead to us not being undervalued given our beach block location.
    ii. Melissa (18) said her rates have already been committed for 2024. Steve (8) suggested raising them in future.
    iii. Melissa (18) asked for more detailed agendas more in advance of meetings. It may help participation.

Meeting adjourned at 3:14pm.