

*Oceanwoods Condominium
Staten Island, New York
Annual Homeowners Meeting
Monday, October 13th, 2014*



- Homeowners signed in with Mr. Trattner, CMA as they arrived. If a Homeowner had a Proxy, that Proxy was collected and recorded. Each person received the *Oceanwoods Condominium Budget* and a *Oceanwoods Condominium Official Ballot for Annual Meeting – October 14, 2014*; see attachments for documents.
- Oceanwoods Condominium Board of Managers in attendance were:

John Melendez, President	Laurie Heelein
Joseph Ambroso, Treasurer	Lenny Holm
Jerry LePre, Secretary	Sal Monforte
Tom Coleman	
- Oceanwoods Condominium Board of Managers not in attendance were:
David Rodriquez, Vice President
- The meeting was opened at 7:40pm by Mr. Trattner. Mr. Trattner reported that only 23 of the 100 Homeowners were represented, which is not a quorum. According to our By-Laws, an official Annual Meeting could not be conducted without a quorum.
- The Annual Homeowners meeting was closed at 7:42pm.

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- The Board of Managers opened an inform meeting with the Homeowners in attendance at 7:42pm.
 - John Melendez reported on the status and activities of the New York City Build-It-Back (NYCBIB) Program:
 - After many months of the Board of Managers, CMA and our attorney (Mr. Michael Swaaley) dealing with many New York City agencies and politicians, along with a great deal of paper work, Oceanwoods was awarded a \$3.2 million Grant from NYCBIB. The Grant is to repair the exterior buildings and concrete damaged by Hurricane Sandy.
 - As required by NYCBIB, we have attached the NYCBIB Program promotional banner on the rear fence in the common Clubhouse/Pool area.
 - As per NYCBIB requirements, the Board was obligated to obtain Contracting Bids from a minimum of 5 NYC Department of Buildings (NYCDOB) approved Contractors. The Board reached out to 10 Contractors. NYCBIB selected G. Fiore Concrete & Construction based upon the bids. The Contractor is obligated, by law, to pay their employees the “prevailing wage”.
 - A requirement of the Grant was to pursue Flood Insurance for the exterior of the buildings.
 - As a pre-requisite to obtaining Flood Insurance Rate Quotes, the Board contracted with Rogers Surveying PLLC to conduct *Elevation Surveys* of the entire Condominium, all 17 building Clusters.
 - The survey was conducted on Saturday, October 4th, 2014.

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- This survey is being paid, in total, by NYCBIB.
 - The *Elevation Surveys* should be completed within the next few weeks.
 - Upon receiving the *Elevation Surveys*, the Board will post the surveys on our Oceanwoods website (www.oceanwoodssi.com). The Homeowners are welcomed to download their *Elevation Survey* to pursue their own personal interior Flood Insurance. It was noted that the survey may or may not result in any personal Flood Insurance premium adjustment, lower or higher. The Homeowners use of the *Elevation Survey* is totally their decision and responsibility.
 - It was stressed by the Board that the Flood Insurance that the Board was pursuing was for exterior only. The Homeowner/Renter is responsible for their interior and contents coverage.
- The extent of work was reviewed:
- The sides and rears of all buildings will have their shingles and plywood removed.
 - As part of the Grant evaluation process, our shingles were tested and were found to contain asbestos. While the shingles are non-friable and contain low levels of asbestos, it is required that they be handled and discarded in a special manner.
 - The Contractor is obligated to attach plastic covering over the rear and any side windows and rear door.
 - There will be asbestos monitoring during this process to insure a safe environment.
 - With the shingles and plywood removed, the building's structure will be inspected and if any repairs are required, they will be done.
 - If the repair is needed as a result of the storm, it will be paid for by the Grant.
 - If the repair is not storm related, Oceanwoods will be responsible for payment.
 - The sides and rears will have new plywood (marine grade for the lower 8'), ½" insulation/vapor barrier and vinyl siding installed.
 - The front of the buildings will have their lower 8' replaced with marine grade plywood, ½" insulation and vinyl siding. This siding will have a similar appearance as our Texture 1-11.
 - Only two Fr. Capodanno Blvd. Clusters (southeast corner of the community) will have their upper floor replaced. Based upon satellite photographs, NYCBIB determined that only those two Clusters had water to their upper floor.
 - The other fifteen Clusters will not have their upper fronts replaced under this Grant.
 - Upon completion of this entire project, the Board will pursue the replacing of the other fifteen Clusters' upper floors. This will be a Condominium expense, funded with any reserves we may have and a possible loan and/or special assessment.
 - To perform the side and rear work, there needs to be an 8' clearance from the building.
 - The Contractor will remove any fencing close to the building. The removed fencing will be reinstalled upon completion of the Cluster's work.
 - Shrubs and plants will be protected by the Contractor as best as possible. If there is damage, it is the Homeowner/Renter responsibility.

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- It is the Homeowners/Renters responsibility to remove and protect any personal property in their front, side and rear yards. Every effort will be taken by the Contractor to prevent any damage, but the Homeowners/Renters have a responsibility as well.
 - Sheds and decking will be evaluated individually to determine if anything needs to be moved.
 - The front Electric Meters are required to be raised approximately 6'. This work will be performed by licensed electricians.
 - All the work will be performed on the outside of the building, including the attachment of the feed into our interior electrical circuit box.
 - The electrician will need to enter each home at the time of work to shut down the interior electrical circuit box. This prevents any spiking feedback into the home, eliminating potential damage to any of our electrical equipment.
 - The first day that a Unit is being worked on, it is estimated that the Homeowner/Renter will be without electric for 6 hours. Thereafter, it will be only a few hours a day for 3 days.
 - There will be some concrete repairs performed under this Grant. Only those areas that NYCBIB identified as storm related will be addressed.
- The timeline and other considerations was reviewed:
- It is estimated that the entire project will take 8 months.
 - It is estimated that it will take approximately 3 weeks to complete a Cluster.
 - The week prior to work beginning on a Cluster, a Board representative will meet with all the Homeowners/Renters of the Cluster to review the process.
 - Each Homeowner/Renter will be required to sign an “Approval Form” allowing the shut-off of electric as required. This is to protect against unannounced shutting-off of electric to any persons needing electric for medical reasons.
 - Work will begin in the next few weeks. The 883, 885, 887, 889, 891 and 893 Patterson Avenue Cluster will be the first.
 - Board representatives will be meeting with the Contractor in the next few weeks to schedule the entire project.
 - The Contractor is planning not to begin work on the next Cluster until all the work in the prior Cluster is completed.
 - There will be a NYCDOB Project Manager on site from time to time to inspect and approve the work.
 - The Contractor will issue badges to their employees and Sub-Contractors to insure the identification of authorized personnel.
 - Under no circumstances is a Homeowner/Renter permitted to request the Contractor or employees to do any personal work for them. If personal work is desired, the Homeowner/Renter needs to address it with the Board representative.
 - If a Homeowner/Renter experiences or observes any issue with the Contractor, employees or work being performed, they must contact the Board representative.

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- While work is being performed, the Contractor will be required to use a Homeowners'/Renters' electric. The Board will not be reimbursing any additional electrical cost to the Homeowner/Renter.
- No vehicles will be allowed to park on their driveway while work is being performed.
- The common Clubhouse/Pool area will be used by the Contractor as a staging area. No one is permitted access to the area until the completion of the project.
- Oceanwoods website:
 - The website and E-Bulletins will be the main source of distributing information.
 - All Homeowner/Renters have received a minimum of two communications to register their contact information.
 - Only 31 Homeowners/Renters have registered to date.
 - Anyone not registered will be missing updates and potentially important information.
 - Jerry LePre will update the Home Page to include a counter of registered Homeowners/Renters.
- Questions and answers:
 - If the Contractor finds structural problems, who is financially responsible for the repair?
 - If its storm related, the contingency portion of the Grant. If not storm related, Oceanwoods is responsible.
 - Who's responsible for possible damage to decks and shrubs?
 - The Contractor will take all possible measurements to protect property. If any accidental damage occurs the Contractor is responsible. If it's unavoidable damage necessary for a repair, it's the Homeowners/Renters responsibility.
 - Who do we contact if there's an issue?
 - The Homeowner/Renter needs to contact the Board representative if time is of the essence. If it's not time sensitive, the Oceanwoods website should be used. CMA is not to be contacted for construction related issues.
 - Can our rear yards be used during construction?
 - No.
 - After doing some research, vinyl siding appears to have waterproofing issues. Why was vinyl siding selected?
 - Based upon NYCBIB inspectors and architects, we were mandated to use vinyl as part of the Grant's specifications. We expect no waterproofing issues. Marine grade plywood plus 1/2" insulation/vapor barrier is being installed under the vinyl.
 - For those Clusters whose upper front isn't being replaced, when will they be replaced and who will pay for it?
 - The upper fronts not being replaced under this Grant will be addressed upon the completion of the entire project. The cost will be shared by all the Homeowners of Oceanwoods, even those who's upper front were replaced with the Grant. While no consideration has been given to this as yet, it is possible that a loan may be required and/or a special assessment. We expect that the \$50,000-\$60,000 we spent on building maintenance every 4-5 years can be redirected to this effort.

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- Are the current asbestos shingles a health hazard?
 - According to the NYCDOB, no. The shingles are non-friable and contain low levels of asbestos. They will be handled and discarded in a special manner. Air monitoring will be performed during the entire process.
 - Who's responsible for the removal and replacing of fencing?
 - The Contractor.
 - Can a Homeowner refuse the work to be performed on their Unit?
 - No. The Condominium owns and is responsible for the building exterior. The Board will deal with any unoccupied Units.
 - Will multiple Clusters be worked on at the same time?
 - At this time, no. Upon total completion of a Cluster, the next Cluster will begin.
 - When will the Elevation Certificates be available?
 - Within the next few weeks. To repeat that was previously stated:
Upon receiving the *Elevation Surveys*, the Board will post the surveys on our Oceanwoods website (www.oceanwoodssi.com). The Homeowners are welcomed to download their *Elevation Survey* to pursue their own personal interior Flood Insurance. It was noted that the survey may or may not result in any personal Flood Insurance premium adjustment, lower or higher. The Homeowners use of the *Elevation Survey* is totally their decision and responsibility.
- A number of Homeowners in attendance thanked the Board for all the hard work they dedicated to the NYCBIB Project.
 - It was announced that any Homeowner who had an interest in joining the Board should contact a Board member. There is currently three open positions, two of which current Board members have expressed an interest in remaining on the Board.
 - The Board of Managers closed the informal meeting 8:33pm.

Oceanwoods Board of Managers Secretary,

Jerry LePre