

MINUTES
SOUTH SHORE II CONDO ASSOCIATION
BOARD OF DIRECTORS
MEETING
02 FEBRUARY, 2021

The South Shore II Directors met on 02 February at 1400 hours by Zoom to review South Shore Owner Notification policy prior to remodeling, renovations, and up-grading of their Units. Present were Mr. Wood, Mr. Niles, and Mr. Holland. The meeting was joined at 1420 by Property Manager Terry Jones of Belle Terre who provided insight on the policies and procedures of both South Shore II and other Eastman Condo associations.

Existing procedure, as codified in South Shore II Bylaws, V. 5. 6., "Additions, Alterations or Improvements by Owners", was reviewed and discussed as was the form currently required by other Condo Associations.

Following discussion, it was decided that a memo should be sent to Owners reviewing the Directors' interpretation of the Bylaws and requesting a summary of any improvements (and their approximate value) made to their Units that had not previously been communicated formally to the Board.

The requirements for submission of a form formally requesting Board permission to make interior additions, alterations, or improvements were discussed. Mr. Wood and Mr. Niles felt that this should be limited to changes including structural modifications. Specific text of such a form was discussed. It was agreed that documentation of all relevant insurances and Licenses for contractors and workers should be required prior to commencement of any work.

Following further discussion with the Property Manager, it was decided that Mr. Wood would draft a memo to be sent to the Owners and the form to be used for future projects.

There being no further business, the meeting was adjourned at 1430 hours *sine die*.

Respectfully Submitted,

Scott Holland, Clerk