FOUR SEASONS CONDOMINIUM ASSOCIATION
BOARD MEETING MINUTES
Saturday, September 19, 2026 - Zoom Video Conference

CALL TO ORDER
President Susan Luongo called the Board Meeting to order at 10:00 a.m. via Zoom.

ROLL CALL
Board members present were:
Susan Luongo - President
Carolyn Harper-Capestro - Treasurer
Pat Grant - Buildings & Grounds

Coleen Cellini - Vice President was unable to attend.
A quorum of the Board was present.

Jean Beeson represented Property Management Consultants (PMC).

Association owners also attended via Zoom. Attendees were asked to keep their lines muted while the Board conducted Association business.

APPROVAL OF MINUTES
The minutes of the May 16, 2026, Board Meeting were approved.

TREASURERS REPORT
- Treasurer Carolyn Harper-Capestro reviewed the Association's financial position through the end of August 2026, focusing on changes since the July Annual Meeting.
    - The Association's Capital Reserve funds total approximately $390,000 when the reserve account and certificate of deposit are combined. These funds are being accumulated in part to supplement the cost of the ongoing facade work.
    - The State-mandated Reserve Account has a balance of approximately $143,000. The Association remains on target to contribute approximately $164,000 to the mandated reserve by year-end.
    - Plumbing and trash removal are each approximately $1,000 over the annual budget, and water is approximately $3,000 over budget. The Treasurer stated that these variances are not presently expected to create a significant financial issue.
    - Working Funds Income, generated through the capital contribution paid by incoming homeowners, has increased to approximately $11,500 due to ownership turnover.
- The Treasurer reminded owners of the Fall 2026 facade assessment. The assessment amounts are the same as those charged earlier in the year: $1,080 per two-bedroom unit and $918 per one-bedroom unit. Payments are due October 15 and December 15, 2026.
- The assessment proceeds will not fully cover the facade work for Buildings 3, 4 and 5; accumulated Capital Reserve funds will therefore also be used toward the project.
- PMC will send owners an email reminder regarding the assessment. Owners were reminded to keep their email addresses current with Management so that Association notices are received.

OLD BUSINESS

PHASE 6 - BRICK FACADE / REPOINTING WORK

- Phase 6 facade work resumed during the week of the meeting and is currently underway at Building 3. Work will proceed to Buildings 4 and 5.
- The current estimate is approximately four to five weeks per building, weather permitting.
- Work will begin at the rear and sides of each building, with the front facade completed last.
- Front air-conditioning units are expected to remain uncovered until approximately October 15 because warm weather may continue and the front facade will be addressed later in the work sequence.
- Owners in Buildings 3, 4 and 5 were advised to consider removing rear window air-conditioning units and window screens, where applicable, to help reduce dust entering the units during masonry work.
- Watts Reconstruction is using equipment intended to reduce the amount of dust generated compared with the work previously performed at Building 2; however, the Board reminded owners that masonry work is inherently dusty.
- The Board expects to receive progress updates approximately every two weeks. Updates will be communicated through the Association website, email and Building Captains.

WINDOW CAULKING

- The window caulking project, which began in 2025 and was suspended because of weather, is expected to resume in approximately two weeks.
- The project is estimated to be approximately 70% complete.
- PMC/contractor representatives will provide the remaining building schedule when available.
- Owners affected by the work will be notified in advance, and information will also be distributed through Building Captains and posted on the Association website.

LANDSCAPING / PEST ATTRACTANTS

- The Board discussed a recent groundhog sighting within the community and the importance of eliminating potential food sources that may attract wildlife and other pests.
- Wild pumpkin vines found in several front planting beds along Simpson Avenue and Bay Avenue were removed, including a pumpkin produced by one of the vines.
- Owners were reminded not to place real pumpkins or similar food-based seasonal decorations in front planting beds or on rear porches, as these items may attract squirrels, raccoons, groundhogs and other animals.
- The Board intends to review and update the landscaping provisions in the Rules and Regulations to clarify that plantings in front and rear areas should not include vegetation likely to attract pests. The goal is to circulate updated guidance by November, if possible, or before spring planting.
- The Board discussed remaining bare lawn areas, particularly along Bay Avenue. Additional seeding may be considered, although watering and seasonal timing may limit what can reasonably be accomplished this fall.
- Replacement shrubs installed previously have generally established well. A few locations where shrubs are missing or were relocated will be reevaluated, with additional planting anticipated this fall where appropriate.

FERTILIZER / WEED CONTROL

- An owner questioned the Association's continued use of fertilizer and weed-control products, particularly in light of possible stormwater runoff toward the salt marsh.
- The Board stated that lawn treatments have historically been part of the Association's landscaping program and are considered important to maintaining the grounds.

- The Board will speak directly with the landscaper to identify the products being used and better understand any environmental or runoff concerns.
- At this time, the Association expects to continue necessary fertilizer and weed-control applications while reviewing the concern raised.

WEBSITE / OWNER COMMUNICATION

- The redesigned Four Seasons website has been active for approximately several weeks and is now secure.
- The owner-only documents remain password protected.
- The Board encouraged owners to use the website as a primary source of Association information, together with email notices and Building Captain communications.
- Owners were invited to provide feedback regarding information that could be added or changes that would make the website easier to use.
- The Board will continue posting construction and other community updates as information becomes available.

OWNER QUESTIONS / COMMUNITY CONCERNS

- ***BUILDING 1 - SUNKEN CONCRETE***
    - A section of concrete near the curb behind Building 1, adjacent to the parking lot, has sunk and created a noticeable elevation difference and potential trip hazard.
    - The condition was inspected and it was agreed that the slab requires replacement.
    - The Board/PMC will follow up regarding scheduling and notify affected owners when the repair can be completed.
- ***BUILDING 2 - LAUNDRY ROOM DOOR / LIGHTS***
    - Concern was raised that the Building 2 laundry room door had been left open overnight during the summer and the lights had also been left on.
    - Owners and residents were reminded to close and secure the laundry room door and turn off the lights when leaving.
    - Anyone observing that a door is open or light left on, after hours, please take a moment and close the door and/or turn off the light
    - Please notify the Building Captain or PMC if you witness repeated noncompliance, so that the responsible owner or renter can be contacted.
- ***PRIVATE PROPERTY / TRASH AREA SIGNAGE***
    - The Board discussed unauthorized use of the Association's trash receptacles by individuals from outside the community.
    - Although private-property signs are already posted at other entrances and around the trash area, additional signage is being added near the Bay Avenue parking-lot entrance to reinforce that Four Seasons is private property and its trash facilities are for Association use only.
- ***PINE TREES BETWEEN BUILDINGS 8 AND 9***
    - Concern was raised regarding pine trees leaning toward the sidewalk between Buildings 8 and 9.
    - The trees were inspected and trimming will be considered.
    - Reflective tape was suggested as an interim measure to improve nighttime visibility.
    - The Board will also ask the landscaper to evaluate root growth approaching Building 8 and determine whether there is any potential risk to the building foundation.
    - Other dead or declining pine trees on the property will also be reviewed.

NEW BUSINESS

BOARD VACANCY

- The Board continues to have one vacant seat.
- At the July Annual Meeting, a write-in vote was received for Hal Griffith; however, Mr. Griffith declined to serve.
- The Association is currently operating with four Board members, which is sufficient to conduct business, but the Board would like to fill the fifth position.
- Interested owners are encouraged to contact PMC and complete a Board candidate/profile form describing their background and interest in serving.
- The existing Board will review any submissions.
- The Board clarified that an owner appointed to the vacancy would serve until the next Annual Membership Meeting in July 2027. If the appointee wishes to continue, the individual would then need to stand for election for the remaining one-year term of the Board seat.

MODIFICATION REQUESTS / REQUIRED DOCUMENTATION

- Pat Grant reminded owners that modification applications are frequently submitted incomplete, which delays review and approval.
- Applications must be fully completed and signed.
- Required contractor documentation must be provided or confirmed as already on file, including:
    - applicable City of Ocean City permits
    - workers' compensation coverage
    - liability insurance
    - other required credentials (i.e. NJ Contractor's license, Ocean City Mercantile License, etc.)
- When required information is left blank, the Board does not have sufficient documentation to approve the request.
- PMC will assist by confirming whether documentation for contractors already used within the community is on file before applications are forwarded for Board review.

MINI-SPLIT / AIR-CONDITIONING FORMS

- A newer owner reported confusion regarding the separate upstairs and downstairs mini-split/air-conditioning forms and the signatures required from neighboring owners.
- The Board explained that a second-floor installation may require access through or cooperation from the first-floor unit for the condensate line, which is why additional owner acknowledgement may be necessary.
- The Board agreed to review the forms and instructions to determine whether they can be clarified and simplified.

CONTRACTOR REFERENCE LIST

- The Board discussed an owner's request to expand the contractor list currently available to residents.
- The existing list contains several contractors in common work categories that PMC considers reliable first contacts, but it is not intended to be an exclusive list.
- The Board expressed concern about creating the appearance that particular contractors are being favored.
- A possible approach discussed was to develop more of an owner-generated reference list consisting of contractors who have successfully completed work at Four Seasons that have the required insurance, licensing and permit documentation.
- PMC will provide the Board with an example of a contractor reference list used by another managed community so that Four Seasons can review the format and consider a fair process for expanding its own list.

NEXT MEETING

The next Board Meeting will be the 2027 Budget Meeting and is scheduled for Saturday, November 21, 2026, at 10:00 a.m. via Zoom.

With no further business, the meeting was adjourned.

Respectfully submitted,
Jean Beeson
Property Management Consultants (PMC)