

**Oceanside Terrace Condominium Association, Inc.**  
**c/o Sea Breeze Community Management Services, Inc.**  
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March 23, 2018

REF: Oceanside Terrace Update

Dear Oceanside Terrace Unit Owners:

The Oceanside Terrace Board of Directors of Directors met March 13, 2018, at the Sea Breeze office. All Board members were present as well as 2 unit owners, our Property Manager, Courtney Hagins, and Roofing Consulting, Les Knopf.

The January's financial report was submitted and approved.

Les Knopf went over details of the roof contract which was awarded to Campany Roofers by the Board of Directors and is currently under review by the attorney. Hopefully, the contract will be ready to sign early next week, then the process of obtaining permits will be the next step. We will meet with Campany Roofers for construction details and logistics that will include but not limited to choosing which building to begin with, taking photos of all units inside and out prior to construction. This is necessary for insurance purposes.

All unit owners will be asked in the near future to allow a Board member to access their unit if the owner is not available, in order for photos to be taken. Photos will be taken only to establish any problems or damages which may have occurred prior to roof construction starting. This is standard procedure in order to protect the owner and the roofing company.

The Board of Directors is considering a special assessment to each unit owner of \$2,160.00 for roof replacement and continued maintenance and repair. The Board of Directors is using \$100,000.00 of our reserves to lower the assessment for each unit. \$2,100.00 is to pay each unit's share of our insurance deductible. The \$60.00 is to increase our COA fee to \$300.00 a month starting January 1, 2018. An increase is needed so that we may continue to replenish our reserves.

Unit owners will not be responsible for any roof maintenance or repairs in the future. You will receive a notice for the special assessment meeting soon. The meeting is open to owners to discuss the special assessment prior to the approval by the Board of Directors.

The perimeter fence replacement contract has been approved and we are awaiting permits from the Town of Jupiter. A survey is being done as required by the Town as part of the permit processing.

The Board of Directors and Sea Breeze Community Management Services, Inc. would also like to update all owners' preference on how they would like to be kept informed. You will receive a letter requesting a current email and or preferred address to send all correspondence to.

Thank you.

Oceanside Terrace COA, Inc.  
Board of Directors

Charlie McCaskey	President
Eileen Floyd	Vice President
Patti Murdoch	Treasurer
Sherry Raber	Secretary
Lev Freyman	Director