



## CAUSTON BLUFF OWNERS ASSOCIATION

### BOARD MEETING

MARCH 12, 2018

### MEETING MINUTES

#### CALL TO ORDER

Causton Bluff Owners' Association Board of Directors Meeting was called to order on Monday, March 12, 2018 at 1:25 p.m. Board members in attendance were Mr. David Knox, Mr. Alfred Kritter, Ms. Selina Brown, and Ms. Hollie White and Mr. Don Reinke. Ms. Patty Miller and Ms. Katie Hazelbaker, represented "Associa".

#### APPROVAL OF THE FEBRUARY 18, 2017 MEETING MINUTES

A motion was made and seconded to approve minutes of the February 12, 2018 Board Meeting. All were in favor. **The motion passed.**

#### REVIEW OF ACTION ITEM LIST

Ms. Miller reported the following updates to the Action Item List:

- **Path to Harbor:** Ms. Miller reached out to three concrete companies; Elite Concrete, Waters Concrete & Murphy's Concrete. None of these companies responded. She was referred to Charles Taylor. Ms. Miller reported she reached out to Mr. Taylor who seemed very interested in the project. Mr. Knox asked that Ms. Miller provide reference of Mr. Taylor's work prior to any work completed. Mr. Knox also suggested Ms. Miller reach out to Scott Buck, resident of the Cottages. Mr. Buck had a concrete company and is very knowledgeable. Ms. Miller said she would reach out to Mr. Buck.
- **Handbook:** The Causton Bluff Handbook was reviewed. Ms. Miller reported that the only changes included the property management information and the Opt-Out Program for the Cottages landscaping.
- **Tree Inventory:** Ms. Miller reported that Request for Proposals were sent out to Bartlett Tree and Waters Tree Service.
- **Collection Fee Policy:** Mr. Kritter reported that the implementation of the Collection Fee Policy has been delayed as a result of the Cottage Amendment delay and implementation.
- **Contractor Decals:** No new information to report.
- **Gate House Pocket Information Folders:** Ms. Miller reported the forms are ready. She re-ordered the pocket wall from another vendor since the previous vendor she ordered through was taking too long.
- **Key Pad Replacement:** Ms. Miller reported that the key pad had been replaced. The gate attendant, Janice, asked if she could activate the cards. The access cards were left at the gate house.
- **Sub-Association Amendment:** Mr. Kritter reported it is still being reviewed by the Cottages Steering Committee.
- **Boat Slip Registration:** Ms. Miller reported that 85% of the slip owners have responded.
- **Newsletter:** Ms. Miller reported that she completed the newsletter and sent out to the owners.

- **Chatham County Pool Code Change:** Ms. Miller reported the new contract with the additional time to test the water in order to comply with the new code was received and awaiting signature of Mr. Knox.
- **New slip number signs for Dock C:** Ms. Miller reported the new slip numbers were received. She has placed a work order in for their installation.
- **Ice Machine Repaired:** Ms. Miller reported that the ice machine had been repaired. Mr. Knox reported that the ice machine is leased and that there are three more years left on the lease.
- **Electrical Issues at Docks:** Ms. Miller reported that these repairs had been completed. Mr. Knox commented that he received very positive feedback about the lights working from boat owners. Boat owners had reported the lights had not been working in a very long time. Mr. Knox asked Ms. Miller to include this update in the next newsletter.
- **Storeroom Storage:** Ms. Miller reported that the rent for the storage space had been paid for the balance of 2018.
- **Gate Software:** Ms. Miller reported that there are several issues with the Door King software. The software has a limited capacity to enter long distance phone numbers to be seen at the key pad. Only 10 numbers are currently allowed. She also reported that the software can only be installed on one computer at the ASI office. This computer is not regulated by the ASI firewall. As a result, the software is creating issues for the accounting department and the ASI Vice-President, Carolyn Neely, requested it be taken off that computer. Ms. Miller reported that she had reached out to an IT/Gate company, iPoint – Technical Solutions of Charleston for a quote. They quoted her \$200 to maintain the software. iPoint also gave a proposal to provide preventative maintenance for the gate at \$1,200/quarter. Mr. Knox asked if there was a problem with the gate, is there someone local who can respond. Ms. Miller responded yes. Ms. Miller explained they have technicians throughout the lowcountry and Savannah area that could respond. Mr. Ritter asked if the \$200 was in addition to the \$1,200/quarter. Ms. Miller said that she would reach out to the contractor to get confirmation.
- **New Pool Furniture:** Ms. Miller explained that the 2018 budget included \$5,500 for new pool furniture additions. Ms. Miller provided pricing information for new pool furniture additions. Shipping prices were not included. The

### COMMITTEE REPORTS

There were no committee reports reviewed.

### COMMON UPDATES

- **Violations Update:** Ms. Miller provided an update of violations within Bartow Point.
- **Town Square Application:** Ms. Miller provided a step-by-step instruction guideline for Board members to sign up.

### ADJOURN

There being no further business, a motion was made to adjourn the meeting.