

Causton Bluff Owners Association

Monthly Board Meeting

Minutes

Date: Tuesday, October 15, 2019

Location: 46 Sassafras Trail

Quorum present, meeting called to order at 15:05.

Board Members Present: David Knox, Selina Brown, Susan Brinkley, and Don Reinke

Others Present: Alan Roberds; Market South Management.

Minutes: Reviewed minutes from September Meeting. Brinkley moved to approved minutes as amended, second by Brown and approved unanimously.

Management and Financials: reviewed delinquent accounts. Will send letter to one owner to explain balance due.

Discussed Wells. Will contact Coastal Wells for complete the well drilling.

Discussed the gate house air conditioning. Will purchase a radiant heater until the AC system is replaced. Will get multiple proposals for a mini-split for the gate house.

Discussed Jani King – Will ask Jani King to use different staff for the cleaning. Market South Management will get other proposals for cleaning the gate house and pavilion.

Discussed Causton Bluff vehicle stickers. Brown moved to have Janice replace stickers that are not visible at no cost to the Owner if the sticker is not visible. Second by Knox and approved unanimously.

President's Report: Knox reported that Herrington is looking at several trees that have been recommended for removal and will provide a proposal to Knox.

The repairs to the dock are progressing. Will ask MSM maintenance to remove the trash pile of lumber that has been removed from the dock. Will also ask MSM maintenance to repair the retaining wall at the path to Sassafras Trail.

Discussed boat owned without liability insurance. Will give a 30 day letter to owners who have not provided insurance. If boats remain after this time period, will contact association attorney to send a letter and begin the process of having the boat(s) removed.

Financial Report: Reviewed financials for September 2019.

Unfinished Business

Annual Meeting: Discussed annual meeting on November 21 and presentation of budget.

Bulkhead: Reviewed engineering proposals for the bulkhead. Brown moved to accept the Thompson Engineering proposal. Second by Brinkley and approved unanimously.

Loan: Reviewed loan term sheets. Will ask BB&T to extend the time between a commitment letter and the loan closing.

2020 Budget: Reviewed 2020 Budget. Will send packets to board for Annual Meeting mailing.

Next Meeting: The Board will meet November 13th at 3 pm to discuss the Annual Meeting. The next regularly scheduled meeting is November 19th.

Adjournment: With no further business to discuss, the meeting adjourned at 5:00