

CAUSTON BLUFF OWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING

TUESDAY, JULY 11, 2017

10:00 AM

I. CALL TO ORDER

Causton Bluff Owners' Association Board of Directors Meeting was called to order on Tuesday, July 11, 2017 at the home of Board Member, Sally Hall. Board members in attendance were Ms. Lori Blass, Ms. Joellen Pyles-Cooper, Ms. Sally Hall, Mr. Alfred Kritter and Ms. Hollie White. Ms. Patty Miller represented Association Services, Inc. (hereinafter referred to as "Associa").

II. APPROVAL OF THE JUNE 14, 2017 MEETING MINUTES

A motion was made to approve the June meeting minutes as presented. The motion was seconded and the passed unanimously.

III. OLD BUSINESS

A. Common Updates

i. Decal Update:

- Notices have been sent to those homeowners who have not picked up decals. Decals must be picked up by July 19 to avoid fines. List of non-compliant owners was provided to gate attendant. If she notices vehicles with old decals, she will ask owners to contact the management company to obtain a new decal.

ii. Front Gate:

- Gate's access system is outdated. Modernization recommendations from iPoint were reviewed. Ms. Miller will also solicit a proposal from Custom Security for new gate control and security system.
- Multiple problems with the gate have been experienced. Savannah Gate was recently called to check the timers. The Board would like to hold Savannah Gate accountable for their repairs or possibly call manufacturer to inquire about other local companies that could service the gate. The Board also wants to pursue reimbursement from an individual who hit and damaged the gate mechanism.
- Mold was noticed in the gatehouse. Ms. Miller will ask HVAC company to check the air conditioner and change filter. She will solicit proposals for replacement of the HVAC unit.

iii. Clearing Vacant Lots:

- Notices regarding mowing of the lots were sent to owners. Since numerous lot owners are not maintaining their lots. A proposal from Davis Landscaping for mowing of the lots was requested. Proposal has not been received to date. Going forward, the Board would like lot owners to get a 15-day notice and if the problem is not rectified, association would hire a landscaper and bill owners for the service.

- The Board agreed to use a reliable gardener, Earl. He mowed lots in the past. Since he is not insured, Earl would have to sign a waiver of liability.
- Due to issues with quality of Davis Landscape services, Ms. Miller will obtain proposals from other landscaping companies, including BrightView.
- iv. **CBOA Handbook:**
- Ms. Miller compiled an easy to read handbook based on the governing documents and rules and regulations. After it is approved, the handbook would be posted on the community website and included in the New Owner's packet.
- v. **Irrigation Repairs:**
- Ms. Miller will inquire about water bill abatement from Water Utility Management due to a main line irrigation leak. Ms. Miller will meet with William Fitzgerald regarding location of irrigation clocks and meters as well as request assessment of all lines at the pump station. The Board expressed interest in a drawing/plan of the irrigation system. Gradual replacement of the entire irrigation systems should be added to the Capital plan. Ms. Miller will request proposal for phased irrigation system replacement from STI and Simmons Irrigation.
- vi. **Dike Replanting:**
- Ms. Miller is waiting on permits.
- vii. **BOD Portal:**
- The Portal would allow the Board to access association's financial information online. The Board also asked to add action item list to the Portal.
- viii. **Bridge Update:**
- Board's assistance with contact information is needed.
- ix. **Amendment Update:**
- A draft has been created. Recommendations for other potential amendments to update the existing governing documents will be solicited from all committees. Ms. Miller will email all committee chairpersons requesting submittal of amendment ideas within 30 days.

B. Cottages Updates

- i. **Stucco Inspection:**
- Going forward, stucco will be inspected and maintained semi-annually. Larger repairs will be scheduled separately.
- ii. **Tree Pruning Inspection:**
- Ms. Miller requested proposals for inspection of trees around Cottages from several arborists.
- iii. **Irrigation Repairs:**
- Several repairs were made. More information will be available after meeting with William Fitzgerald.
- iv. **Common Area Landscaping Improvement Proposals:**
- Ms. Miller is soliciting proposals.
- v. **Roof Inspections:**
- Ms. Miller recommended using Grassi Roofing as long as company's insurance is up to date.
- vi. **Erosion Issue:**
- Quotes for installation of French drains are being solicited.
- vii. **No Access to Back Yards for Landscaping Maintenance:**

- Landscaper on a riding lawnmower cannot access some back yards due to obstruction caused by flowerpots, fire pits. Ms. Miller will send letters to select homeowners.

viii. Design Guidelines:

- A draft of the Guidelines will be updated based on suggestions submitted by Steve Premo and sent back to the CBASC.

IV. NEW BUSINESS

A. Common

- **Review 2017 Budget Calculations**
- **Working Capital Fee** – The fee is not being collected at this time. Governing documents indicate that a fee that equals to half of the annual assessment should be collected during the sale of any Causton Bluff property. For Bartow Point, this fee would be over \$1,000 and for Cottages over \$2,000. A motion was made and seconded to propose an amendment to the Covenants that would change calculation of the working capital contribution from half of the annual assessment to a percentage of the home sale price. All were in favor. **The motion passed.**
- **Insurance Non-Renewal** – Insurance broker, Bernard Williams, and two other brokers are working on the quotes. The policy does not expire until August 18, 2017.
- **Pool Maintenance Contract** – Weed Pools will no longer service the pool. Coastal Pools has been providing pool cleaning services on interim basis. Ms. Miller requested 3 pool maintenance proposals. Year Round Pool did not submit a bid. Coastal Pools proposal is \$8,898 and Sweetwater \$9,125 for 5 days per week service April 1-September 30 and 2 days a week October 1-March 31. Ms. Miller noted that salt water filter might need to be replaced at the end of the season.

A motion was made and seconded to hire Coastal Pools. All were in favor. **The motion passed.**

- **Updates on Maintenance Work Orders** – AOC will be onsite for the next day or two to repair gazebo lattice, tables, clean out and re-install ashtrays.
- **Maintenance of Current Website** – Ms. Hall provided access to the current website to Ms. Miller. Associa will work on updating the website and will post new rules and regulations, design guidelines after they are approved. The Board will have an opportunity to sign up for an Associa designed website that would allow owners to pay dues, submit work orders, etc. New website will have a ‘Cottages corner’ as well.
- **2018 Budget Preparation** – Ms. Hall is working on the budget draft. Common grounds budget should not be affected if Cottages sub-association is created.

The Board agreed that all common areas should be identified since many of them are not being maintained at this time. Ms. Miller will follow up on a proposal for Reserve Study preparation services.

B. Cottage

- **Review of Semi-Annual Meeting** – At the meeting, Ms. Estes emphasized to the Cottages ownership that the community is not completely maintenance free. A breakdown of regime fees was provided. Owners were informed about a

possibility to opt-out of landscaping services but the dues will remain the same. Cottages owners may want more services but that would mean higher regime fees.

- **Semi-Annual Stucco Inspection/Repairs** – Ms. Miller reached out to C&C and Two Brothers. Inspections and minor repairs will be done twice a year. Larger repairs will be scheduled separately.
- **Semi-Annual Roof Inspections/Repairs** – Roofs will be inspected and maintained on semi-annual schedule.
- **Erosion Control Fix** – After proposals for underground French drains are obtained, CSC will need to decide if individual owners or the association would pay for installation of the drains. Going forward the OA Board would like CSC to handle issues specific to Cottages, such as erosion.
- **2018 Budget Preparation** – Ms. Miller solicited several landscaping proposals. CSC would have to decide if they want to pay for maintenance of select common areas that are adjacent to individual homeowners' properties.

C. Harbor

- **Quarterly Inspection/Repairs** – Dock will be inspected and maintained on the quarterly basis.
- **Repairs to be Completed this Week** – Loose water lines on Docks C and B will be re-attached, photocell lights on Dock C repaired, miscellaneous dock boards will be turned or replaced and nails/screws tightened. No swimming sign will be installed.
- **2018 Budget Preparation**