

CAUSTON BLUFF OWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING

THURSDAY, JANUARY 18, 2018

CALL TO ORDER

Causton Bluff Owners' Association Board of Directors Meeting was called to order on Thursday, January 18, 2018 at 2 p.m. Board members in attendance were Mr. David Knox, Mr. Alfred Kritter, and Ms. Lori Blass. Property Managers, Ms. Patty Miller and Ms. Katie Hazelbaker, with Association Services, Inc. (hereinafter referred to as "Associa") also attended. Ms. Lynn Kritter attended portion of the meeting pertaining to ASC.

APPROVAL OF THE DECEMBER 14, 2017 MEETING MINUTES

A motion was made and seconded to approve amended minutes of the December 14, 2017 Board Meeting. All were in favor. **The motion passed.**

OLD BUSINESS

A. Common Updates

- i. **Path to Harbor** – Fence vs. concrete proposal. The Board decided to select concrete option. Greg Hall's proposal for concrete work was \$10,000. The Board requested an additional quote. Mr. Knox made a motion seconded by Mr. Kritter to approve the lowest proposal based on identical specifications. All were in favor. **The motion passed.**
- ii. **CBOA Handbook** – The document is nearly finished.
- iii. **Reserve Analysis** – The Board hoped to receive the completed Study by February 23, 2018.
- iv. **New ASC Application** – A motion was made and seconded to implement the application. All were in favor. **The motion passed.**
- v. **Pump Station Update** – New keys to the pump station will be dropped off at the gatehouse. Mr. Kritter is working with the engineer to get more landscaping around the pump station.
- vi. **Tree Inventory and RFP** – Mr. Knox contacted Bartlett Tree Experts and Blake's Tree Service.
- vii. **Concrete Truck Damage and Entry Pad Replacement** – Thomas Concrete completed repairs.
- viii. **Financial Report Reconciliation and Delinquencies** – Per Board's prior directive, late fees and interest have been written off. No new late fees will be charged until February 28, 2018. A motion was made and seconded to appoint Mr. Knox a Board liaison on the finance committee. All were in favor. **The motion passed.**
- ix. **ASC Membership** – The Board is currently acting as the ASC. A motion was made and seconded to introduce an additional \$7,500 construction bond in addition to the existing \$2,500 construction deposit required by the Covenants. All were in favor. **The motion passed.**
A motion was made and seconded to increase the project delay fine from \$25 to \$100 per day. All were in favor. **The motion passed.**
- x. **One Time Statements to All Homeowners at ASI's Expense** – A motion was made and seconded to mail the statements on Monday, January 22, 2018. New collection policy will be included in the mailing. All were in favor. **The motion passed.**
- xi. **Collection Fee Policy** – Payments are due on the first day of the month and are considered late if not received by the 10th. A 15% late fee on the outstanding balance will be charged on the 10th. A friendly reminder will be sent after 30 days of delinquency. Accounts with outstanding balances over 90 days will be turned over to the attorney for a demand letter. At 120 days of delinquency, the Board may file a lien or a foreclosure. Based on the discussion, Ms. Hazelbaker will draft the collection policy and email it to the Board for approval. The policy will become effective on March 30, 2018.

- xii. **Commercial Passes** – Tabled for next meeting.
- xiii. **Gatehouse Inspections** – A motion was made and seconded to adopt the checklist and inspections plan. Ms. Miller will introduce the procedure to the security company. All were in favor. **The motion passed.**
- xiv. **Gatehouse Folders** – See Gatehouse Inspections.
- xv. **Collections Update** – See Financial Report Reconciliation and Delinquencies.

B. **Sub-Association Amendment** – Amendment is still at the attorney’s office. It is expected to be complete by January 31st.

C. **Harbor**

- i. **Full Inspection of Slips** – Ms. Miller conducted a full inspection.
- ii. **Status of Owner and Current Insurance List** – Ms. Miller sent a mailing requesting submission of boats’ make, model and updated insurance certificate by Friday, January 19, 2018. She noted that 50% of addressees responded to date. Follow up inspection will be made to clarify inaccuracies.

NEW BUSINESS

- i. **Board Guidelines and Responsibilities** – Lists were reviewed.
- ii. **Town Square/New Board and Owner Portal** – A brief overview of Town Square was given to the board by Ms. Hazelbaker.

EXECUTIVE SESSION

ADJOURNMENT

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

Note: Meeting Minutes are independently transcribed from a digital recording and are only intended to provide a reference summary of the proceedings and not a verbatim record of same. Association Services Inc. does not retain copies of meeting recordings.