

**Causton Bluff Board Meeting Minutes**  
**March 21, 2022**

Call to Order: by Susan Brinkley at 9:43 AM

Present were: Susan Brinkley, Joel Moore, Will Schubert, Al Parnel and Alan Roberds and Amanda Mabry (from Keystone),

Need minutes from February meeting for review.

Financial Review: report corrected for boat slips reserve to match balance sheet with the following

Account balances reflected below:

***Causton Bluff Owners Association***

Operating Cash:	\$ 67,605.26
Reserve Cash:	\$ 40,652.25
Reserve ICS:	\$ 195,783.63
Truist Money Market	\$ 132,311.17
Truist Operating Account	\$ 90,271.07

***Cottages at Causton Bluff***

Operating Cash:	\$ 54,295.65
Reserve Cash:	\$ 12,170.01
Reserves Roof ICS:	\$ 668,128.77
Reserves ICS- General:	\$ 64,824.73

***Causton Bluff Harbor***

Operating Cash:	\$ 25,888.80
Reserve Cash:	\$ 23,463.47
Reserves ICS:	\$ 100,468.97

Unfinished Business:

1. Went over Jones Control Solution new proposal, went over the role of Janice duties, and discussed weekly rate, holiday time off, and request pay range stay in the 2022 budget already in place.
2. Harbor Dredge- reviewed the numbers of over charges and Cindy made a spreadsheet of what was paid and owed. Board reviewed and are requesting Zulu to close out 2021 invoices and start fresh with charging Causton in 2022.
3. Harbor- need updated insurance and registration forms from boat slip owners. Let all boat slip owners know that when guest come to stay at the dock, guest have proof of insurance sent to Keystone. They will be a waiver sheet that guest must sign to stay at Causton dock.
4. Reviewed Dyke inspection report and repairing those issues found. Updating contract 2022 with same company.
5. Board discussed the asked for a proposal Coastal Empire about putting in a second magnetic strip gate opener 12ft back from current to avoid any damages on vehicles to may drive up too close to gate. The current magnetic strip will stay in place for the vehicles that need to turn around between medians.

6. Updated covenants will be out soon for homeowners to review. A survey will be attached to the email.
7. Gate Fees: Al presented his proposal to the rest of the Board. Board agreed on gate fees and setting up a special meeting to discuss the details and fees.
8. Cottages:
  - a. Home inspections still taking place, reports are being sent to Keystone for filing and review with Board once inspection complete.
9. Pool project has started and waiting on materials to continue, pool cleaning service company is working with Causton on when they will start serving the pool once project is complete.
10. Keystone will double check with owners on delinquent report to make sure online portal is setup properly.

Adjourned: 11:55 pm.