

CAUSTON BLUFF OWNERS' ASSOCIATION

SEMI-ANNUAL HOMEOWNERS MEETING

MONDAY, JUNE 26, 2017

CALL TO ORDER

Causton Bluff Owners' Association Semi-Annual Information Meeting was called to order on Monday, June 26, 2017 at Frank G Murray Center, 160 Whitemarsh Road, Savannah, GA. Board members in attendance were Ms. Joellen Pyles-Cooper, Ms. Lori Blass, Mr. Alfred Kritter, and Ms. Sally Hall. Mr. Patrick Thompson and Ms. Patty Miller represented Association Services, Inc. (hereinafter referred to as "Associa").

President of the Board resigned at the prior Board meeting. Directors will appoint an interim president to serve until the next Annual Meeting.

ASI PRESENTATION

Ms. Joellen Pyles-Cooper informed that the Board decided to hire Associa because the company is capable to provide multifaceted professional services such as property management, accounting, maintenance, covenants compliance, etc. at an attractive price.

Local branch manager, Mr. Thompson, introduced Associa and outlined services it offers. He informed about variety of resources available to the company due to its international status. Mr. Thompson emphasized that Associa carries a significant insurance bond and has implemented practices to promote transparency. Homeowners may request association's financial information at any time by contacting Associa.

Community manager, Ms. Miller, provided a short bio. She plans to be on the property at least once a week. Associa's compliance coordinator, Mr. Carl Lewis, will also inspect the property periodically in a marked company vehicle.

The Board maintains the existing community website. A new interactive website that could be accessed from Associa's website will be developed for Causton Bluff in several months.

COMMITTEE INTERIM REPORTS

Finance – Associa's accounting will prepare financial statements that will be provided to the Board on a monthly basis. Ms. Miller will report on significant expense variances. Board's approval would be necessary for any major expenses. Financial statements may be posted on the community website. Ms. Miller informed that preparation of the 2018 budget is under way. It will be presented at the November Annual Meeting.

ASC – There are separate committees for Cottages and Bartow Point. A committee must approve all major exterior modifications undertaken by individual property owners. An application and a drawing (if applicable) must be submitted to Ms. Miller. She will forward it to the appropriate committee for review and approval. Associa and the Board will be working on standardizing and formalizing the approval process. In the future, the entire process will be handled online. Volunteers are needed to serve on the ASC committees.

Other – Homeowners were encouraged to submit information about community happenings to the newsletter editor, Ms. Debbie Premo (15 Piper's Pond Ln) via email.

Owners were encouraged to attend a block party that is scheduled for July 1, 2017 at the pool/gazebo area. Cost is \$20 per person.

INTRODUCTION OF THE COTTAGE STEERING COMMITTEE (CSC) AND THE ASC COTTAGE SUBCOMMITTEE

Ms. Susan Brinkley introduced CSC members. The committee is working on cost effective measures to reduce stucco repair expenses. Prior management company took reactive rather than proactive measures pertaining to stucco maintenance. Going forward gutters, roof, tree trimming, stucco maintenance, etc. will be handled on the rotation basis, as part of preventative maintenance plan.

Cottages meeting is scheduled for July 10 at 6:30 p.m. Owners were invited to attend in order to provide input about desired covenants changes.

POTENTIAL FOR AN AMENDMENT TO CREATE A COTTAGES HOMEOWNERS SUB-ASSOCIATION

The Board is collecting information and conducting legal research to amend the existing governing documents in order to create Cottages Homeowners' Association, a sub-association under Causton Bluff. The formal amendment will be prepared by the association's attorney and provided to the ownership prior to the Annual Meeting. Affirmative vote of 2/3 of the entire ownership would be required to amend the governing documents.

TREE POLICY AND TREE NEEDS

According to the Covenants, removal/trimming/cutting of trees/limbs over 6 inches in trunk diameter and over 4 feet tall/long must be approved by ASC. Owners are responsible for trimming of trees located on their property with permission from ASC. A tree that fell from individual property into the lagoon is that property owner's responsibility. Any individual tree related questions or issues should be submitted to Ms. Miller and the Board will review them.

The Board is pursuing evaluation of all trees located on common property. Prior to hurricane Matthew, \$50,000 was budgeted for tree maintenance. Over \$25,000 of budgeted funds were used for emergency clean up after the hurricane. No Reserve funds are available for trimming of trees that are association's responsibility at this time. The Board is considering possible assessment since over the years no funds were set aside for tree maintenance. Otherwise, financial position of the association is stable.

OUTSTANDING LEGAL DEMANDS ON ASSOCIATION

The Jennings' (Sassafras Trail) attorney submitted a demand letter stating that some trees pose concern and requested their removal. Homeowners and their attorney were notified that ASC approved removal of the trees at owners' expense. 3 owners on St Augustine Bend (Thomas, McCrary and Turner) have a legal demand claiming negligence by the previous Boards to maintain common areas, bulkhead/jetty specifically. The Board filed claims with D&O and general liability insurance policies to pay for the needed repairs. Estimated cost of repairs is \$130,000-\$150,000. The Board will make all efforts to rectify the problem without a lawsuit.

Q&A

Mr. Warren Thrasher (50 Sassafras Trail) suggested verifying ASC authority and adherence to the covenants, particularly pertaining to the issues with installation of solar panels.

An owner expressed concern about quality of common grounds landscaping. Ms. Miller has already addressed various issues with Lawnsapes. It was noticed that common areas in the Cottages were not serviced. Ms. Miller negotiated adding these areas to Lawnsapes' existing contract without going over budget.

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.