

**Causton Bluff Board Meeting Minutes**  
**January 17, 2022**

Call to Order: by Susan Brinkley at 9:45 AM

Present were: Susan Brinkley, Joel Moore, Steve Miller, Will Schubert, Cindy Miller, Al Parnel (via phone) and Alan Roberds (from MSM),

Need minutes from December zoom meeting for review.

Election of Officers: Board elected the following Officers to serve for 2022

President – Susan Brinkley  
Vice President – Will Schubert  
Treasurer – Steve Miller  
Secretary – Albert Parnell

Joel Moore will serve as ASC chair and liaison.

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:	\$ 49,218.29
Reserve Cash:	\$ 87,470.52
Reserve ICS:	\$ 195,736.18
BB&T Money Market	\$ 132,692.85
BB&T Operating Account	\$ 108,996.32

***Cottages at Causton Bluff***

Operating Cash:	\$ 42,124.64
Reserve Cash:	\$ 4,060.03
Reserves Roof ICS:	\$ 655,852.65
Reserves ICS- General:	\$ 72,808.42

***Causton Bluff Harbor***

Operating Cash:	\$ 18,628.14
Reserve Cash:	\$ 20,959.80
Reserves ICS:	\$ 100,444.45

Unfinished Business:

1. Tree work – Discussed tree work at 9 Pipers Pond, 12 Sassafras and 8 St. Augustine. Board decided that the owner of 8 St. Augustine is responsible for the removal of tree based on review of the cottage covenants. Keystone will have the tree at 12 Sassafras removed, if 8 St. Augustine does not remove the tree at the same time, association will pay for the full costs of the crane for the Sassafras tree removal.
2. Harbor Dredge- Susan reported that engineer is providing info to the company about amount of dredge spoils in the site and the remaining dredging that needs to be completed.

Steve presented the amount paid for the dredging at \$299,500 with \$120,000 in bills that are outstanding to Zulu Marine. Board directed keystone to not pay outstanding bills to Zulu until work is complete and approved.

Board approved hiring Thomas and Hutton for up to \$5,000 to determine amount of space used and left in the CDF as well as hire Beason for up to \$5,000 to survey the harbor now.

3. Harbor – Boat sunk in harbor over the weekend. A statement was made that the boat does not have insurance. Keystone to contact all harbor slip owners for updated proof of boat insurance.
4. Discussed codes at gate. Keystone will removal any “universal” code in the gate.
5. ASC – Board appointed Joel Moore, Robin Lance, and Tony Reardon to serve on the ASC. Currently there is one home under construction, one home pending approval on Bartow. Tony Reardon to review the plans for the home on Bartow.

Discussed ASC fees. Will place on agenda for the February Meeting.

Discussed work on Sundays and overnight work. Will address during the decisions for charging gate fees.

6. Gate Fees: Set a meeting for Monday, January 24 at 10am to discuss gate fees.
7. Cottages:
  - a. Landscaping – Landscaper is not blowing and edging at lots where owners have opted out of mowing. Will contact Lawnsapes and make sure they are blowing edging the curb and driveways of all Cottage Lots.
  - b. Roof for Cottages to be blown off as soon as possible.
8. Discussed gate attendant on Mondays. The attendant is not showing up on time and requesting a new attendant. Also, requesting a way for the attendant to log in and out each day that is transparent to the Board.
9. Covenant Revisions – Will meet with Selina on Monday, January 24 at 11 am to review the changes to the covenants and next steps.
10. Harbor
  - a. Need Zulu to install new Manatee sign
  - b. Discussed planting on the bank and will use volunteers to complete the planting. Will will schedule a date for the plants and planting.
  - c. Will contact Rushing electric for trip switches that need repair and for pedestal installation.
11. Discussed delinquents. Will start lawsuit for foreclosure against one owner who has not paid in nine months after repeated attempts by management and attorney to collect.
12. Discussed bulkhead. Will contact Geep for the latest information and progress.
13. Discussed Pool sealing. Diamond Pools to recoat the pool in February. Plan to open the pool on April 15<sup>th</sup>.
14. Discussed dock carts. Will obtain three carts from West Marine.

Adjourned: 12:00 pm.