CAUSTON BLUFF

Owners Association

May 14, 2018 BOD MEETING MINUTES

- I. CALL TO ORDER The meeting was called to order at 1:00 PM by President, David Knox. Also in attendance was Al Kritter (VP), Selina Brown (Secretary/Treasurer), Holly White (Director) and Don Reinke (Director). Patty Miller with ASI was also in attendance.
- II. **APPROVAL OF THE APRIL 8, 2018 MEETING MINUTES** Mr. Kritter questioned one section of the minutes titled, "Lawsuit" under the Review of the Action Item List: "Discussion regarding a 60 day response period...A motion was made and seconded to send a demand letter to the homeowner in the suit." He questioned the other Board members if they recalled what this was related to. Since no one could recall, Mr. Kritter made a motion that this sentence be removed from the minutes. The motion was seconded and all were in favor.

Mr. Kritter made a motion to approve the minutes as presented with the changes noted above. The motion was seconded and all were in favor.

III. **FINANCIAL REVIEW** – Mrs. Miller reviewed the current financial variances:

Income reflected a favorable variance of \$2,056 month to date primarily due to the unbudgeted Architectural Fees, Late Fees/Interest, and Legal Reimbursements. Year to date also reflected favorably by \$8,424 for the same reason.

Expenses were over the budget by year to date by \$6,335 which is due to the unanticipated expenses due to the dike repairs. The dike repairs year to date have been \$18,408 versus the budget \$999 reflecting an unfavorable variance of \$17,409.

Mrs. Miller reviewed the delinquent account.

IV. REVIEW OF ACTION ITEM LIST

- Path to Harbor: Mr. Reinke spoke to Scott Buck and the work will begin on Monday, May 21, 2018.
- **Tree Inventory:** Work to be completed by Bartlett by May 18, 2018.
- Collection Fee Policy: Project to be completed by new Property Management.
- Gate House Pocket Folders & Forms: Completed
- Key Pad Replacement: Completed.
- Sub-Association Management: Completed.
- Boat Slip Registration: Project to be completed by new Property Manager.
- New dock slip #'s on dock C: Completed.
- Gate software: Project to be completed by new Property Manager.
- **New Pool Furniture:** New pool furniture has been ordered. Total price including delivery is \$5,292.

CAUSTON BLUFF

Owners Association

- Amenity Fund: Separate fund where late fees collected are listed on the balance sheet to be used for any upgrades to the amenities. Not set up by ASI. New Property Manager will need to complete.
- Sample ASC package: New Property Manager to complete.
- Get louvres painted: Project to be completed by new Property Manager.
- Bagging Leaves: Mr. Kritter took care of this and reminded Bright View that this service is included in the contract. This action is completed.
- Erosion under sidewalk by Dock: New Property Manager to complete.
- **Transition Out:** Mrs. Miller reviewed the current status of the transition with the new property management company.

NEW ACTIONS

- Video camera system upgraded.
- Review the electricity bills over the course of the month at the Harbor.
- Review AT&T: Why phone bills so high?
- Contact Georgia Power: One globe at the end of Sedgebank needs to be replaced.
- Owner directory

V. COMMITTEE REPORTS

A. Cottages -

- Ms. White reported that she had attended the last meeting of the Cottages Steering Committee. The Steering Committee was concerned about the ASC application fees. Mr. Knox asked if the Steering Committee asked the ASC about this. Ms. White said they had asked the Board to look into the issue.
- Ms. White shared the results of the home inspections. She informed the BOD that the Steering Committee felt that some of the erosion issues were on common property and that some of the repairs may require the Common Board, the Steering Committee and the homeowner to be involved. Mr. Kritter asked if there was a list of the areas that were in question. Ms. White replied that there was. Mr. Knox asked if the Steering Committee had an erosion contact person. Mrs. Miller
- New Welcome Process: Ms. White presented a proposal provided by the Steering Committee of a welcoming process for new residents in the entire community. Ms. White said that the Board would need to take some time to review before discussion.
- B. Harbor/Lagoon Mr. Kritter reported that the project is currently in the approval process for the harbor dredging. The spoil site needs to be surveyed, the eco survey comes next and then a site assessment. The first preliminary price for the dredging would be approximately \$20,000. Mr. Knox asked who is managing the dredging work. Mr. Kritter responded Mike DeMell.
- C. ASC Nothing to report.
- D. Financial Mrs. Brown will be meeting with Mrs. Hall with the Finance Committee after the BOD meeting today.

VI. OLD BUSINESS

- A. Sub-association Amendment Nothing to discuss at this time.
- B. Bartlett Tree Status Discussed during the Action Item List review.

CAUSTON BLUFF

Owners Association

VII. NEW BUSINESS

- A. Insurance: The Cottage Board of Directors will need to get a separate Directors & Officers after the amendment is executed.
- B. Termites Mr. Knox reported that the initial repairs to 39 Sassafras have been completed. There is a waiting period before the next set of repairs can be completed.
- C. Gate Attendants Mrs. Miller reported that she had talked with Janice, the gate attendant. She ensures that every car that enters the property belongs there. There are only a handful of owners that do not have decals and that information has been communicated to ASI.
- D. Transitioning of Property Management companies: Discussion ensued regarding how information should be transferred from ASI & Market South.
- E. Preparation for the May 29st Special Meeting

VIII. EXECUTIVE SESSION

IX. ADJOURN