

# Causton Bluff Annual Meeting Minutes

Date: November 3, 2022

Time: 6:00 PM

**Call to order:** Susan Brinkley called the meeting to order at 6:10 pm and introduced the Board members.

Total attendees: 86 votes in person or by proxy.

Introduced Alan and the CAM Amanda Mabry, with Tracy Smith. Looking to conduct meeting in timely manner and stick to agenda.

We have met quorum, so we are able to proceed.

## **Minutes:**

Motion from the floor to dispense with the reading of the 8 November 2021 Annual Meeting Minutes and approve minutes as written. Seconded and minutes were approved by majority.

## **Presidents Report:**

Susan Brinkley thanked the Board members for all the work they have completed. Don Reinke has passed away and will be missed by all; his volunteer work was appreciated in our community.

Susan reiterated that the mission statement is Health and Safety First, maintenance second, and improvements third.

Susan met with GDOT and Chatham County about safety hazards at the entrance to Causton Bluff. We asked GDOT, Chatham County for many corrective measures, they have given several items we requested yet are not able to provide the traffic light. Awaiting a streetlamp to be installed soon.

Susan reported that our call box was successfully moved to a new location and the old one removed. Our community was not notified ahead of time that the bridge was open to the public yet discovered by the media. An accident occurred the first day of opening.

Susan reported that the gate RFID readers were manually put in by Keystone and are functioning as planned. Janice is doing a good job at the gate. The new aluminum fence extensions were installed, and gate repaired after a supply chain problem.

Working on doing maintenance dredge annually so that we do not incur a big expense all at one time.

21 piling and deck boards replaced out of harbor budgets. New Manatee signs.

Reestablishing irrigation system on sassafras, piper pond and common area on cottage side Causton Harbor drive. Years ago, a board decided to do away with this section due to the high cost of water.

Looking at extending a deep well under Causton Harbor Dr to irrigate those areas. Putting in irrigation meters so the water in the yard doesn't pay for sewage. The price is reasonable. Repairs will need to be made as it has been off for some time. Reserve advisers contracted for a new study for reference on how to allocate funds. Hope to have it back by the end of year and posted on the Portal.

Board requests a preliminary vote, for onetime assessment, saving COA approx. \$70,000. Discussion on HOA assessment increase of \$66.00 monthly being gone if a one-time payment (loan pays off) happens as opposed to loan extension. If onetime assessment is not voted in all will have an increase in dues monthly. Discussion of the best two scenarios although there are numerous options. These two options are the two being voted on today. Cottage-Harbor-Commons all have a budget, and this vote is only on the Commons budget.

### **Management Report:**

Alan introduces himself on behalf of Keystone Association Managers (KAM) that rebranded from MSM in Jan 2022 providing 16 years' experience in a 1-year-old company. Thanks for your understanding during the transition process.

5 items are provided by KAM = Admin Management-Financial Management-Property Management-Assist with Governance-Education for Board members.

### **Budget and Finance:**

Commons: Discussed reasons why balance was low-insurance costs were higher, Dues from one HO was not collected but has been remedied, one line item was paid to Cottages and needed to be moved to Commons and has been corrected. Cautioned to watch spending until funds are built up.

Cottages: financials reviewed. Saving for roof repairs, Y'all are doing a good job having the forethought to save for roofs.

Harbor: Reviewed, Insurance for boat slips increased greatly, Infrastructure work to be done, Electricity (submetering), 87 slips less-than \$5 per slip goes to elec.,

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### **Budget and Finance:**

Account Cash Balances as of September 30, 2021			
Account	Common	Cottages	Harbor
Operating	41,563.78	29,465.21	17,673.31
General Reserves	272,017.00	93,007.93	124,286.74
Roof Reserves		637,329.64	
BB&T-MMA	138,343.82		
BB&T-Operating	210.86		

### **Amanda reports:**

Day to day operations:

As of Sept 30, 2022, reconciled 144 bank statements, responded to 6,900 emails and phone calls, weekly on-site visits, helped with online portal and met with vendors, attended monthly meeting, provided closing docs, annual report sec of state, prepared 2023 draft budget, input RFID numbers for new gate, Loan payoff consultation, 1267 Payments for COA many more for Harbor and Cottages. Monthly statements and phone call on delinquent accounts. Pretty much at Zero delinquency.

Upcoming challenges:

Managing high ranging risk with high cost of insurance, Voting process of change of amendments, Repairs to docks and Slips.

Alan:

We're very happy to work with COA and enjoy working with the volunteers. Presents Awards to Committee chairs-Francine Knox, Cindy Miller, Celina Brown, Bret Bouy , Steven Miller , Will Schubert, Al Parnell, ARC Joel Moore.

**Election of Board of Directors:**

Susan Brinkley

Joel Moore's term is ending at the end of year, yet willing if position needs to be filled.

Takes nominations.

John Mulligan, motion, and 2<sup>nd</sup> He spoke a bit about himself and pledged beliefs for the COA.

Closed floor to nominations. Motion-Joann and 2<sup>nd</sup>.

Joel Moore spoke positively about the experience and processes. A joy to have people willing to collaborate. I serve at the pleasure of the president. Please Vote!

Owners

1. Savings to Reserves - \$91,000
2. Special Projects – Entrance - \$50,000
3. Gate Attendant - \$44,853
4. Pool Repairs - \$42,012
5. Trash Removal - \$41,328

Cottages

1. General Cottages Reserves - \$77,874
2. Roof Reserves - \$73,241
3. Lawn Maint Contract - \$68,400
4. Stucco Repairs - \$60,000
5. Management Fees - \$25,200

Harbor

1. General Maint and Repair - \$28,310
2. Special Projects – (Pylons) - \$19,100
3. Reserves - \$15,000
4. Electricity - \$4,000
5. Insurance \$4,000

Alan instructed owners on how to cast ballots. Ballots cast.

While ballots were counted, Susan Brinkley reviewed the questions received prior to the annual meeting and stated that the questions and answers would be posted on the portal and website.

**Results of Election:**

Joel serves another term.

With no further business, motion to adjourn from the floor, seconded and approved by majority.

Meeting adjourned at 7:40 pm