

# CAUSTON BLUFF OWNERS' ASSOCIATION

## BOARD OF DIRECTORS MEETING

MONDAY, FEBRUARY 12, 2018

### CALL TO ORDER

Causton Bluff Owners' Association Board of Directors Meeting was called to order on Monday, February 12, 2018 at 1 p.m. Board members in attendance were Mr. David Knox, Mr. Alfred Kritter, Ms. Selina Brown, and Ms. Hollie White. Cottage Steering Committee (CSC) member, Mr. Warren Thrasher, was present. Property managers, Ms. Patty Miller and Ms. Katie Hazelbaker, represented "Associa".

### APPROVAL OF THE JANUARY 18, 2017 MEETING MINUTES

A motion was made and seconded to approve minutes of the January 18, 2018 Board Meeting. All were in favor. **The motion passed.**

### FINANCIAL REVIEW OF CBOA THROUGH 2017

Ms. Miller presented financial statements. She highlighted categories with variances. Total annual operating expenses were under budget.

Per Board's request, Associa agreed to supply financial reports no later than 10 business days after the month's end.

### OLD BUSINESS

#### A. Common Updates

- i. **Path to Harbor** – Ms. Miller submitted RFPs to Elite Concrete, Murphy Concrete and Waters Concrete.
- ii. **CBOA Handbook** – Ms. Estes is drafting the document.
- iii. **Cottages ASC**
- iv. **Tree Inventory and RFP including 'limb up' over roadways**
- v. **ASC Membership**
- vi. **Collection Fee Policy** – The policy is based on the Covenants. However, portion of the governing documents pertaining to collections has never been enforced before. The Board deemed the policy very rigorous. Directors agreed to postpone approval until a response from attorney is received regarding a possibility of making the policy less stringent. The Board requested editing the document to include clarification that a \$10 late fee plus 18% interest charge would be assessed if payments were received late.
- vii. **Commercial Passes**
- viii. **Gate House Inspections** – The new procedure was received well by the gate house staff. Pocket board was ordered.
- ix. **Gate House Folders**
- x. **Key Pad Replacement** – Replacement is scheduled for February 15.  
A motion was made and seconded to order new cards and provide 2 per household free of charge. Owners will be able to purchase additional cards for \$10 each. All were in favor. **The motion passed.**
- xi. **New Janitorial Contract**
- xii. **Violations** – No changes since last report.
- xiii. **Town Square Application** – Ms. Hazelbaker informed that the new website and app allow owners to pay dues, submit work orders, contact property manager, the Board and other owners, etc. TownSq will help make communication more efficient.

## **B. Sub-Association Amendment**

Association's attorney is drafting the amendment. Revisions to By-Laws and the planned amendment were discussed. Mr. Thrasher proposed that the amendment should include a provision regarding allotting one voting seat on the Causton Bluff Board to an appointed by the Cottage Board officer in order to ensure proper representation and communication. Causton Bluff Board agreed to keep a position vacated by Ms. Lori Blass open for the officer who will be appointed by the current Cottage Steering Committee (CSC) and future Cottage Board.

## **C. Harbor**

- i. Full Inspection of Slips**
- ii. Status of Owner and Current Insurance List** – Only a few boat slip owners have not provided the requested information to date.

## **NEW BUSINESS**

- i. Newsletter** – The Board reviewed newsletter draft and requested some edits. Ms. Miller will provide the newsletter template to the Board.
- ii. Chatham County code changes for pool and pool contract** – Georgia DHEC regulations have recently changed. Ms. Miller presented a list of adjustments that would be required in order to comply with the new rules. One of the most impactful regulation changes was increasing water testing frequency to twice per day. Coastal Pools informed that in order to accommodate this service, company's contract would increase by \$3,000 annually. The company also offered to train 3 volunteers to perform water testing if the Association would not be willing to pay for additional water testing services. A motion was made and seconded to approve a \$3,000 annual increase in the pool maintenance contract in order to have the water tested twice daily during the pool season. All were in favor. **The motion passed.**
- iii. Access Cards**
- iv. New dock slip numbers needed for Dock C** – The Board approved adding new slip numbers.
- v. Next Meeting** – Next Board meeting will be held on Monday, March 12, 2018 at 1 p.m.

## **EXECUTIVE SESSION**

## **ADJOURNMENT**

There being no further business, a motion was made to adjourn the meeting.