

# CAUSTON BLUFF OWNERS' ASSOCIATION

## BOARD OF DIRECTORS MEETING

THURSDAY, AUGUST 17, 2017

### I. CALL TO ORDER

Causton Bluff Owners' Association Board of Directors Meeting was called to order on Thursday, August 17, 2017 at 2:10 p.m. at Sally Hall's residence. Board members in attendance were Ms. Joellen Pyles-Cooper, Ms. Lori Blass, Mr. Alfred Kritter, and Ms. Sally Hall. Ms. Patty Miller represented Association Services, Inc. (hereinafter referred to as "ASI"). Cottages Steering Committee representative, Ms. Sheri Estes, also attended.

### II. APPROVAL OF THE JUNE 14, 2017 AND JULY 11, 2017 MEETING MINUTES

Mr. Kritter made a motion seconded by Ms. Pyles-Cooper to approve minutes of the June 14, 2017 Board Meeting. All were in favor. **The motion passed.**

Ms. Pyles-Cooper made a motion seconded by Mr. Kritter to approve minutes of the July 11, 2017 Board Meeting. All were in favor. **The motion passed.**

### III. OLD BUSINESS

#### A. **Common Updates**

- i. **Decal Update** – Only 3 homeowners have not picked up the decals to date. Fines will be assessed every 30-days until these owners comply.
- ii. **Front Gate** – Gate was repaired and is operational. However, it is still tilted and another visit from a technician would be necessary. Mr. Connor's insurance company agreed to pay for the repairs. The company was notified that it would also be responsible for paying security guard's overtime. Ms. Miller will submit all invoices to the insurance carrier. It was brought to Ms. Miller's attention that an offer has been accepted on Mr. Connor's home. OA's attorney will make sure that all charges associated with gate repairs are added to the lien amount.
- iii. **Clearing Vacant Lots** – Mr. Gardner mowed the lots and charges were applied to the lot owners' accounts. ASI's compliance coordinator will inspect vacant lots regularly and note when they become overgrown. Mr. Kritter made a motion that was seconded to provide 7-day notice to the owners of un-mowed lots and if the problem is not rectified, POA would have the lots mowed and bill the owners. All were in favor. **The motion passed.**
- iv. **CBOA Handbook** – Handbook was approved with an addition of article pertaining to landscaping Opt Out program.
- v. **Irrigation Update** – Ms. Miller has not met with Mr. Fitzgerald yet. Water Utility Management provided an abatement credit for water loss during irrigation break. Mr. Kritter informed that an engineer acknowledged that irrigation repairs must be completed by September. Mr. Kritter obtained copies of irrigation plans/notes and will provide these documents to Ms. Miller in order to use during inspection with Mr. Fitzgerald.
- vi. **Dike Replanting** – Ms. Miller informed that it is on schedule. Portion of the Harbor Reserve is dedicated to dredging. At the next meeting, the Board will discuss funding of the next harbor dredging scheduled for 2020-2021.

- vii. **Working Capital Fee** – According to the Covenants, Working Capital fee is 1/2 of the annual assessment. Collected fees are to be deposited into the Reserve account and used for Capital expenses. The Board considered changing the Capital fee amount. Mr. Kritter made a motion that was seconded by Ms. Blass to approve a Working Capital fee of \$500 for Causton Bluff and Cottages. All were in favor. **The motion passed.**
- viii. **Insurance Non-Renewal** – Majority selected option 1.
- ix. **Maintenance of Current Website** – This will begin when all documents have been revised and new ASC processes are approved.
- x. **2018 Budget Preparation** – Ms. Miller is gathering quotes for budgeting purposes. She and Ms. Hall will work on the budget together.
- xi. **Common Area Landscaping Improvement Proposals** – The Board reviewed proposals submitted by BrightView and the Greenery. Lawnsapes declined to bid. BrightView offers an annual enhancement credit of \$2,145.60. The Board discussed areas where enhancement credit could be used. Taking into account the enhancement credit, total annual contract with BrightView would cost \$59,234.40. The Greenery's proposal was \$67,450 annually. A motion was made and seconded to award the contract to BrightView. All were in favor. **The motion passed.** A 30-day service cancellation notice will be provided to Davis Landscaping. Ms. Miller will inquire when BrightView can start.
- xii. **Janitorial Proposals** – Ms. Miller obtained a proposal from AOC. Another proposal is expected from Jani-King.
- xiii. **Reserve Analysis** – A proposal from an engineering company was reviewed. The company will assess the current condition of community's assets and provide timeframe and estimated cost for replacement of various capital components. The Board decided to proceed with the Reserve Analysis and selected a package that would include 1 color copy of the Reserve Analysis, insurance appraisal and a trial period for software that would allow updating the document.
- xiv. **Guard House Update** – New window unit will be installed on August 21. Sections of the guard house wall will be removed to do a mold test. Plantings behind the guard house might have to be removed. The Board wanted to make sure that there is a good surge protector and that the HVAC unit is properly grounded. Mr. Kritter offered assistance with installing a software to remotely schedule gate opening times.

## **B. Cottages Updates**

- i. **Stucco Inspection** – Ms. Miller met with Two Brothers and C&C Stucco.
- ii. **Tree Pruning Inspection** – A proposal from Bartlett Tree Experts was obtained. Ms. Miller plans to meet with another arborist, as well. Ms. Lynn Kritter is assisting Ms. Miller with the project.
- iii. **Roof Inspections** – Ms. Miller recommended using Grassi Roofing since they are most familiar with the roofs. She received an updated insurance certificate from the contractor.
- iv. **Erosion Issue** – Cost of French drain installation is \$450 per drain for 10+ homes, \$400 per drain for up to 19 homes, and \$350 per drain for 20+ homes. Ms. Miller will also meet with another contractor, Drainage Expert, to obtain his recommendations.
- v. **Landscaping Update** – The Opt Out program has been enacted. Green stickers were placed on mailboxes of properties that opted out. Owners who would like to opt out must submit a form to ASI. Cottages owners may not plant or place anything to obstruct lawnmowers from accessing rear of the properties.

#### IV. NEW BUSINESS

##### A. Common

- i. **Reserve Account Update** – Ms. Hall is working on closing all accounts. After ASI opens new bank accounts, financial records will be reconciled and reports provided to the Board.
- ii. **New ASC Application** – Mr. Kritter informed that ASC application and submission process are being updated and will be presented for Board's review.
- iii. **Update from Sheri Estes** – Cottages Steering Committee will start working on drafting an amendment to the Covenants to create Cottages sub-association. The amendment will be voted upon at the November Annual Meeting. Other desired amendments may take much longer to draft and these revisions would need to be postponed. Detailed information about the proposed amendment and its importance will be included in the next newsletter and the Annual Meeting packet. Steering Committee will also hold informational meeting(s).

##### B. Cottage

- i. **Reserve Accounts Update** – ASI is working on reconciling the financial records.
- ii. **Stucco Information Received** – C&C Stucco provided an inspection proposal for \$100 per building (2 units). Needed repairs will be quoted separately. The Board would like to use an independent contractor, Mr. Tim Ansley, with Ansley Construction to inspect the completed stucco repairs.

##### C. Harbor

- i. **Quarterly Inspection/Repairs** – Quarterly inspection and repairs are scheduled for October.

#### V. EXECUTIVE SESSION

Minutes of the executive session will be available to Board Members only.

#### VI. ADJOURNMENT

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

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President

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Date Signed

**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.