

# CAUSTON BLUFF OWNERS' ASSOCIATION

## BOARD OF DIRECTORS MEETING

THURSDAY, DECEMBER 14, 2017

### CALL TO ORDER

Causton Bluff Owners' Association Board of Directors Meeting was called to order on Thursday, December 14, 2017 at 17 Bartow Point Drive. Board members in attendance were Mr. Alfred Kritter, Mr. David Knox & Ms. Selina Brown. Previous Board Members, Ms. Joellen Pyles-Cooper, and Ms. Sally Hall were in attendance. Property Managers, Ms. Patty Miller and Ms. Katie Hazelbaker, with Association Services, Inc. (hereinafter referred to as "Associa") also attended.

### APPROVAL OF THE NOVEMBER 7, 2017 MEETING MINUTES

Ms. Pyles-Cooper made a motion seconded by Mr. Kritter to approve minutes of the November 7, 2017 Board Meeting. All were in favor. **The motion passed.**

### OLD BUSINESS

#### A. Common Updates

- i. **Path to Harbor** – Concrete will be expanded by 2 foot and eroded area will be curbed. Mr. Kritter requested a sketch of the planned work prior to the Board approving the project. Ms. Hall said she would ask for a sketch.
- ii. **CBOA Handbook** – The handbook draft will be forwarded to the Cottages' Steering Committee (CSC) for review and the final version will be presented to the Board.
- iii. **Maintenance of Current Website** – Ms. Miller is working on updating the website. She asked for a homeowner or a Board member to take over website maintenance. The website will contain governing documents, meeting minutes, ASC application, etc. Mr. Knox said he would ask his wife to administer the website.
- iv. **2018 Budget Preparation** – Mr. Kritter made a motion that was seconded to increase 2018 annual dues by \$17 per unit. All were in favor. **The motion passed.**  
A cover letter explaining the need for increase, information about payment methods and a request to pay harbor fees with a separate check will accompany coupon book mailing.
- v. **Reserve Analysis** – Draft of the analysis will be available for review at the next Board meeting.
- vi. **New ASC Application** – See ASC Membership.
- vii. **Pump Station Update** – Station project is completed. Mr. Kritter will follow up with the engineer. Wood fence needs to be treated and landscaping needs to be added around the pump station.
- viii. **Janitorial Bid Comparison** – Performance of the existing janitorial service is unsatisfactory. The Board reviewed proposals from Jani-King and AOC. Jani-King's proposal was accepted. Ms. Miller will inquire about Jani-King's availability to start. Service cancellation notice will be sent to DJ's Cleaning Service.
- ix. **Landscape Quotes for more planting beds and pine straw** – A motion was made and seconded to accept the proposal for seasonal plantings but not the pine straw. All were in favor. **The motion passed.**
- x. **Tree Inventory** – An arborist identified and prioritized trees that need to be removed. A second opinion may be requested for a single tree that was originally marked for removal. The Board agreed that tree replacement program should be established prior to removal of the trees. Mr. Knox will create a request for proposal (RFP) based on the provided templates and solicit proposals for removal of trees.
- xi. **Guard House Deep Cleaning** – The cleaning is pending. Ms. Miller will draft guard house upkeep guidelines that will be provided to the guards.
- xii. **Concrete Truck Damage and Entry Pad Replacement** – Thomas Concrete will make repairs tomorrow. A Board member will meet their representative on site.

Cost of the entry pad on gate box is \$1,600. This expense was budgeted for 2018. Every key card would need to be re-programmed after the pad is replaced. Mr. Kritter suggested writing down the instruction for re-programming for future references.

Mr. Kritter suggested that every time there is a guard on duty, the podium should be moved curbside. Various additional uses for the podium were discussed.

The Board discussed an issue with gate phone line being used for outgoing calls and ways to eliminate the problem. Door King software would need to be contacted to make any changes. Associa corporate computer system does not allow installation of the Door King software. The Board considered installing a computer that would have Door King software in the guard house but decided that maintenance of entry code system was not in the guard's job description. Ms. Miller will also inquire Security Management to see if they would be interested in managing entries into Door King software.

- xiii. Financial Report Reconciliation and Delinquencies** – At the Annual Meeting owners were informed that delinquencies balance was nearly \$50,000. However, this balance was comprised not only of actual dues but also late fees and interest. Per Board's request, Associa will work on removal of all late fees and interest charges in order to establish the exact delinquency and prepaid balances. The report will be made available to the Board by Wednesday, December 20. Associa's accounting will also make sure that all Reserve transfers have been recorded and requested reclassifications were made. The Board asked Associa to closely follow collection policy outlined in the Covenants.

The most current and accurate delinquency report accompanied by the collection policy will be sent to all owners. Ms. Hazelbaker suggested that names of delinquent owners should not be published.

- xiv. ASC Membership** – An updated ASC application was reviewed. Discussed modifications will be made. Checklist and list of approved trees will be added to the application. Currently, the Board is acting as the master ASC due to lack of other volunteers. Volunteers for the master ASC will be solicited.

- xv. Collection Fee Policy** – A motion was made and seconded to adopt the collection policy outlined in the Covenants, effective January 1, 2018. All were in favor. **The motion passed.**

The Board requested a copy of a delinquency report to be emailed to all Directors on the last day of every month.

The Board discussed a possibility of eliminating paper account statements in order to save on administrative expenses. Instead, owners would be able to access their account information online or have the statements emailed to them.

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

A responsibility to draft the amendment to the Covenants was transferred from attorney, Mr. Josh Walker, to Mr. Josh Dorminy with Ellis, Painter, Ratterree & Adams LLP as of Friday, December 8. Mr. Walker was unable to work on the amendment due to his busy schedule.

## **C. Cottages Updates**

Going forward, Ms. Miller and Ms. Hazelbaker will co-manage Causton Bluff and Cottages. Ms. Hazelbaker will continue co-managing until all issues are resolved or as long as her help is deemed necessary. Property managers, Causton Bluff Board members and CSC members will meet to discuss what may be handled by the CSC and what issues need to be brought to the Causton Bluff Board, and establish the procedures.

- i. Stucco Repairs** – Ms. Miller obtained a \$10,000 proposal for repair of stucco on 3 homes. It was submitted to the CSC for approval. The repairs are tentatively scheduled for the week of January 8, 2018. Ms. Miller also obtained contact information for 2 more stucco repair contractors to get additional proposals and recommendations.

Ms. Miller informed that 4 or 5 other homes are experiencing leaks, possibly due to problems with stucco. The contractor who will be working on site will be asked to inspect these homes and provide proposals.

- ii. Roof Inspections/Chimney Caps** – The contractor asked for \$2,000 payment to prepare a comprehensive report and a detailed proposal for needed repairs. In order to avoid such a large expense, Ms. Miller asked the contractor to share his notes and information about approximate pricing with her. Ms. Miller will review the

document and prepare a report for the Board. Going forward, Directors suggested making comprehensive chimney cap repairs instead of partial and short-term fixes.

- iii. **Mailbox Project** – Ms. Hazelbaker will start collecting information at the beginning of new year.
- iv. **Additional Landscaping Project** – Work was completed. Final payment to the contractor is being withheld until a few final issues are solved.
- v. **Can Light Proposal** – Proposal discrepancies will be addressed.
- vi. **Erosion Detail Proposal** – CSC will handle this issue. The Board wanted to make sure that storm water drainage is not clogged.

#### **D. Harbor**

- i. **Full Inspection of Slips** – Ms. Hazelbaker and Ms. Miller will conduct a full audit of all slips.
- ii. **Status of Owner and Current Insurance List** – A request to provide a copy of boat registration and insurance by February 1, 2018 will be included in the coupon book mailing.

#### **NEW BUSINESS**

- i. **Commercial Passes** – Ideas will be collected and discussed in 2018. Ms. Brown will spearhead the project.
- ii. **Introduction of New Board/Board Orientation**