

CAUSTON BLUFF OWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING

MONDAY, APRIL 9, 2018

CALL TO ORDER

Causton Bluff Owners' Association Board of Directors Meeting was called to order on Monday, April 9, 2018. Board members in attendance were Mr. David Knox, Mr. Alfred Kritter, Ms. Selina Brown, Ms. Hollie White and Mr. Don Reinke. Ms. Patty Miller represented "Associa".

APPROVAL OF THE MARCH 12, 2018 MEETING MINUTES

A motion was made and seconded to approve minutes of the March 12, 2018 Board Meeting. All were in favor. The motion passed.

FINANCIAL REVIEW

Ms. Miller presented financial reports as of January 31, 2018. Operating expenses were \$8,344 under budget due to positive variances in electric service, tree maintenance, landscaping other, and gate services categories. Negative variances were in administrative, insurance, and tax line items. Income exceeded the budget due to the collection of past dues from two delinquent owners. Harbor financials had a favorable variance, although administrative expenses were higher than budgeted because of the coupon book order.

Ms. Miller presented financial statements as of February 28, 2018. Operating expenses were \$2,441.50 primarily due to savings in waste removal, tree maintenance, landscaping other, irrigation, and water usage. A major negative variance was \$4,745 in lagoon/dike line item. Harbor electrical expenses were higher because of boats using heating during the cold temperatures. Also, lights on the docks have been repaired recently and are now using the power. Electrical usage will be monitored. If it runs consistently over budget, monthly harbor fees will be increased in the coming year.

\$43,363 was recently collected from delinquent accounts. The Board asked to make sure that funds are properly subdivided among the Cottages and the common. The Board considered depositing funds collected from fines and interest into an amenity fund for various improvements. A motion was made and seconded to establish an amenity fund to hold income from fines and interest. All were in favor. The motion passed.

REVIEW OF ACTION ITEM LIST

- **Path to harbor** – A proposal for concrete repairs for \$8,600 from the community resident and contractor, Mr. Buck, was reviewed. A proposal that was received earlier from another contractor was \$10,300. A motion was made and seconded to accept the \$8,600 proposal from Mr. Buck. All were in favor. The motion passed. In the next newsletter, residents will be reminded to use the paved path and not drive on the grass.
- **Tree work** – A motion was made and seconded to accept a proposal for \$21,600 from Bartlett Tree Experts for removal of approximately 35 trees. All were in favor. The motion passed. Residents will be informed about the tree work schedule in case they want to have any additional work done at their expense while Bartlett is onsite.
- A Cottages homeowner asked the Association to remove a tree fallen into the lagoon behind his home. The Board is not willing to pay for removal because the tree does not pose danger.

- **Collections** – Delinquency report was reviewed and actions that should be taken in regard to individual accounts discussed.
- **Gatehouse** – Color coded pocket folders and forms are in place. Directors agreed to forgo the use of a wallboard.
- **Signage** – Work orders have been placed for installation of new standard speed limit signs. Signs for the walking trail were approved.
- **Keypad replacement** – Keypad was replaced. Cards have been activated and delivered to the gatehouse. In the next e-blast homeowners will be informed that the cards may be picked up at the gatehouse.
- **Sub-Association amendment** – Drafting of an amendment has been delayed due to the attorney's tardiness.
- **Boat slip registration** – Ms. Miller informed that registration process is 98% complete. She noticed that 4 boats were parked in the wrong slips. Owners will be notified. New slip numbers have been installed.
- **Gate software** – Mr. Kritter assists with adding and deleting names.
- **Pool furniture** – The Board accepted Crescent Crafts proposal for \$5,300 that included shipping. Residents will be reminded that the pool is open. State law now requires water testing twice a day.
- **AOC** – Ms. Miller informed that AOC rates are \$57-\$62 per hour for non-licensed maintenance workers and \$75 per hour for licensed technicians. An hourly rate is also billed for travel from Hardeeville, SC.
- **ASC application** – In order to help owners with the ASC application process, Ms. Miller will fill out a sample form that could be used as a template.
- **DHEC inspection** – The pool passed inspection. Decorative louvers will be painted or replaced.
- **Bagging leaves** – Maintenance of the yards and cleaning of leaves are included in the Lawnsapes' contract with the Cottages. BrightView stated that blowing and pick up of leaves on Bartow Pointe Drive is not included in their contract. The landscaper offered an additional service of vacuuming the leaves at Bartow Point Drive for \$700 per service. The Board was in favor of adding the semi-annual leaf vacuuming. Mr. Kritter will review the existing landscaping contract.
- Directors inquired if Lawnsapes would be interested in maintaining the entire community. Ms. Miller informed that the landscaper declined to bid on the entire community.
- **Leak under dock B** – Ms. Miller believed that the leak has been repaired. She will follow up with Parkside Plumbing.
- **Irrigation** – Control panel is located inside the pump station. A utility company has not provided a key to the pump station to date and will be asked to do so again. As soon as the irrigation control panel is accessible, BrightView will be instructed to conduct an irrigation system assessment.

COMMITTEE REPORTS

- A. **Cottages** – Ms. White will speak to Mr. Thrasher and provide an update via email.
- B. **Harbor/Lagoon** – Permitting process is pending. It is estimated that dredging and embankment projects will start before the end of the year.
- C. **ASC** – The committee is staying busy with processing numerous applications. Ms. Miller informed that ASC meets on as needed basis and most applications are approved within 2 weeks. The applications are submitted to Associa but are not forwarded to ASC until the complete packet of information pertaining to a project is received. In order to make it easier for owners to understand how a complete submission packet is supposed to look, Ms. Miller will create a sample packet.
- D. **Financial** – Ms. Brown will meet with Sally Hall and the finance committee in order to become more acquainted with the financials.

OLD BUSINESS

A. Sub-Association Amendment

Association's attorney is drafting the amendment.

NEW BUSINESS

- A. Irrigation** – See action items list.
- B. Bridge Widening Project** – Drawings were examined. Project completion date is unknown. Information about widening will be included in the next e-blast.
- C. Incorporate the Islands** – The Board considered pros and cons of being incorporated into the City of Savannah. In the next e-blast, Causton Bluff residents will be notified about the website www.incorporatetheislands.com where more information about the issue may be obtained.
- D. Vendor Payments** – The Board was concerned about delayed payments to several vendors. Ms. Miller informed that she has taken appropriate actions to expedite processing of the payments. Discussion about implementing of commercial passes in Causton Bluff ensued. Pass income could be used for road repairs.
- E. Video Camera System** – The Board requested proposals for replacement of the video camera system at the harbor area. Security issues were discussed.

EXECUTIVE SESSION

ADJOURNMENT

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