

**Cowpet Bay West
Board of Directors Meeting
October 9, 2013 and October 17, 2013**

Present: George Blackhall, Holly Case & Rita Aguila; Phone Conference: Sharon Koehler, Sarah Hrabina and Doug Rebak; Excused: Dick Lamoureux, Bill Canfield, Mike McGuire
Guests Present: Rosie Wells, Phone-Judith Kromenhoek

Oct. 17 2013 - Present: Bill Canfield and Holly Case
Phone Conference: Doug Rebak, Sharon Koehler, Sarah Hrabina, Mike McGuire
Guests Present: Sherri Levin, Greg Miller, Phone- Brian (Solar Systems), Anna Paiewonsky
Excused: Dick Lamoreaux

Arlington Graham: Arlington "Mutuba" Graham maintenance technician employed with CBW for 24 years, introduced himself to the Board and gave a recap of his responsibilities at CBW. He was given the opportunity to ask questions and express concerns.

Approval of Minutes:

Approval of Minutes of September 19, 2013: There being no objections to the minutes, a motion was made to approve the September 19, 2013 minutes as recorded. All were in favor.

Manager's Report:

RO, WWTP, Generator and all other Operating systems ran all month with no major issues.

RO Plant: The belts will be replaced from normal wear and tear. The membranes will have to be replaced soon. Holly recommended that the matter be settled by the end of the year budget permitting.

Windward Roof Repair: The roof repairs are scheduled to be done next week.

Building Inspections: Inspections are 80% done. Another inspection will be implemented when Doug arrives in November. George has enumerated a number of problems arising in the property such as the sewer treatment plant and the generator container.

Generator Door: Holly stated that the doors are in very poor condition and that it needs to be replaced soon. A contractor will have to install the door due to welding requirements and the potential danger from the generator high voltage from the generator.

Porch Structures: Proceeding with this project is on hold due to a test that needs to be performed to see the condition and placement of the rebar. Holly is working with Northside Builders, the engineer-recommended contractor, to perform this test. Doug raised a question with regards to proceeding with such a disruptive structure test. He recommended that a structural X-ray service might be a better way to conduct the structure test.

Column Repair: Due to structural issues, four columns are currently being repaired through Northside Builders. Two of the columns will be worked on next week, the other two columns will be completed at the end of the month. An update will be available as soon as possible.

Cistern – W-39/40 - It was recommended that the cisterns in question should be repaired to make it either functional or non-functional. Once the Engineer provides the plans for the project will determine the extra cost for making it a working cistern versus closing the cistern. The Association is trying to get a WAPA water line next year and the Board needs to decide so they can avoid unnecessary expenses.

Treasurer Report:

Bank Balances – October 9, 2013

General & Special	\$ 20,000.00
Reserve	\$ 310,000.00

Arrears: One owner is more than 120 days in arrears and one owner is over 420 days and more than \$16,000 in arrears, both owners total more than \$26,000. The Board (in a closed session) reviewed both and decided to send letters to each stressing their need for immediate payment and to let them know the next steps the Board will be taking to bring their accounts current. The correspondence was sent to both owners, one owner responded and made arrangements to bring their account balance current. The other owner has not responded but a certified mail confirmation has been received.

Budget for the next year: Sharon and Holly have been working on budget figures. Sharon predicts that 85% of CBW's expenses will be at the same rate. An insurance figure will be determined soon as well. Sharon pressed the importance of identifying and prioritizing the capitol improvement list. Discussion was postponed until the continued Board meeting set for next week.

Committees:

Solar Committee: The board voted to initiate the pilot program. Sharon made the motion and Doug made the second. Sharon will draft a letter to be sent to the owners explaining how to proceed with the Solar Pilot Program and it will also state the special assessment fees.

Old Business:

Innovative: Vincent Matthew, innovative representative, will speak with his supervisor to pinpoint a start date to replace the boxes. They recommend that a new line be installed and wanted to wait to replace the boxes until it was installed, but Holly informed them of the dangers of the hanging wires with small children on the property. Mr. Matthew will work with his supervisor to see if they can push the install date up. An update will be provided as soon as possible.

September 19 Action Items:

- Electrical Circuit Breaker Boxes - Pending
- Lien Check, owner in arrear - Completed

- Taxes paid on owners in arrears - Completed
- Send out a copy of Easement draft - Completed
- Speak with Association Accountant - Completed
- Update on Status of Owner over 390 days arrears – Executive Session - Completed

New Business:

New Budget: Holly and Sharon have been working on budget figures. This item will be discussed in the next meeting.

Meet and Greet: Thursday, February 6, location to be determined

Owner's Annual Meeting: Saturday, February 8, location to be determined

November Meeting: The next meeting of the Board of Directors will be Wednesday November 13, 2013. 8:00 AM AST.

Meeting was adjourned at 9:00 and to be reconvened, Nov 17th.

ACTION ITEMS

Estimates for Cistern and W-37/38 Porch Structure - On Going	Holly
Check on metal placing over roof vents - Pending	Holly
Email the board about the next meeting	Holly
Make calls/send correspondence to owners who are behind in payment	Holly/Rita
Determine insurance figures for next year	Doug
Determine the electricity charges used previously by L-33	Holly
Put a lien on the property of the owner in question	Board
Gather info about structural X-ray Services available locally	Holly
Check whether WAPA has connection fees for Water Line installs	Holly
Draft a Solar Project Pilot Program Letter	Sharon