

**Cowpet Bay West
Board of Directors Meeting
August 14, 2013**

Present: George Blackhall, Sarah Hrabina, Arran McGinnis & Holly Case
Phone Conference: Sharon Koehler, Doug Rebak, Bill Canfield & Michael McGuire;
Excused: Dick Lamoureux; Guests: Rosie Wells

Approval of Minutes:

Approval of Minutes of June 12, 2013: There being no objections to the minutes, a motion was made to approve the June 12, 2013 minutes as recorded. All were in favor.

Manager's Report:

Roof Repair: Bart Enterprises repaired the fascia and rafters on Buildings 23-52. Bart's will continue repairing Windward roofs, completion date set for September 18, weather permitting. Leeward units will commence in 2014 pending funding availability.

Building Inspections: Windward building inspections were completed, Arran will put a report together showing items found and the current status of each. George and Arran will continue building inspections in Leeward.

Irrigation: Scott Graff is testing/repairing the irrigation system to ensure all equipment is working properly and the system is automated for all areas.

Cistern Repair: Currently have one estimate, waiting on estimate from Bart's, on repairing the cistern located below Building Windward 35-44. Presently the column in the cistern that needs to be repaired is a load bearing column, structure threatening, that needs to be overseen by an engineer to ensure it is repaired structurally correct.

Board raised the question if we structurally repair the cistern but not do the repairs (cosmetic) necessary to be able to use cistern, what would be the difference in the cost. Arran will inquire on the cost to do both and report back to the Board.

W-37: Porch has large cracks, will have an engineer inspect it to ensure its structurally secure and options to repair correctly.

WWTP: Currently grey water cistern is draining faster than normal. Staff is looking into possible leaks causing the issue and will also be testing the on/off auto system.

Generator: Waiting on a new computer chip that did not come with initial board panel. Import Supply will be installing the new panel allowing the generator to automatically switch back to WAPA when its restored.

Tree Trimming: Miguel Rodriguez completed Tree Trimming, Arran inspected before final payment was made. Arran looking into tools to allow staff to trim trees in between seasonal tree trimmings.

Water Safety Classes: Arran completed the Water Safety Course that educates you on how to maintain a proper water system, free from all contaminants and DPNR/EPA compliant. He took the test to become Safe Water Certified, August 7th, waiting on test results.

Treasurer Report:

Bank Balances – August 14, 2013

General & Special	\$ 11,000.00
Reserve	\$ 300,418.00

Arrears: One owner is more than 90 days in arrears. One owner is over 390 days and more than \$15,000 in arrears, Board was informed once the unit sold that past Association Fees would be paid.

She will have a 6-month review to the Board within the next week.

Committees:

Energy Committee: Solar Systems, a VI based solar company presented a solar power presentation. They discussed the importance of setting-up net metering program through WAPA before incentives change, placing of solar panels, distribution, system size, cost and options for a pilot program. Pilot program suggestion: Cost \$86,590, 255 Solar Modules, Rooftop Mounted (Seaside), Yearly Output 33,156, Yearly Savings \$16,578, Energy Reduction 3.3%, 5 year return on investment.

Energy Committee will submit a written motion to the Board suggesting to proceed with the Pilot. Board voted and approved to establish a special assessment fee to fund the program. The committee is asking for owners input on their Solar Panel participation interest. Contact the Energy Committee or CBW office for a copy of the questionnaire. Solar Systems PowerPoint slide presentation is available through the office at request.

Old Business:

WebCash: Program was implemented through Banco Popular allowing owners to pay Association Fees with debit cards/direct deposit. Currently have 8 owners participating. Please contact the office for more information if you are interested.

Late Fee Structure: New late fee schedule is \$25 charge for each month adding to last month's \$25 fee - example: first month late=\$25, second month late= \$50, third month late= \$75. Late fee schedule went into effect with August 1st billings.

Storage Units: Staff began cleaning out individual storage lockers that have not been claimed. Board member brought up to whether or not we should charge for the storage areas to help maintain them (pest control/clean/repair). Will discuss further at next Board meeting.

June 12 Action Items:

- Late Fee Structure Notification (Completed)
- WebCash Newsletter (Completed)
- L-10 Engineer Signed Plans (Completed)

New Business:

Grievance Council: Board discussed having a grievance council set-up for the employees if their issues go unresolved through the office. Will discuss further at the next Board meeting.

Security Bars: Board discussed who would be responsible, the owner or the Association, for the maintenance of the security bars on the windows. What bars are original and which ones have been added on from owners. Arran will investigate the cost for replacing or refurbishing different sizes of security bars and research which bars are original, will report back to the Board.

Porch Security Lights: Not all of the porch lights were replaced with the new censored light fixtures. It was determined later that the lights can only be ordered from stateside, bulb replacement is expensive and the sensors keep going out. No more lights were ordered due to discrepancies. Arran will look into cost of bulb replacement for old light fixtures. He will put a list together with the lights that need to be replaced and the cost for the Board at the next meeting.

Electrical Systems: Brought to the Boards attention that most units have a 100 amp breaker, code requires 180-200 amp breaker. After inspecting the buildings it was discovered that the circuit breaker board boxes are corroded and need to be replaced. Until these are replaced it will make it difficult for owners to upgrade to a 180-200 amp breaker. Arran and George will look into getting bids on replacing them.

Letter of Credit: Obtaining a letter of credit from Banco Popular will allow us to receive our deposit back from WAPA. George made a motion to move forward with a letter of credit, Mike seconded the motion, all were in favor.

September Meeting: The next meeting of the Board of Directors will be Thursday, September 19, 2013. 8:00AM AST.

Meeting was adjourned at 1130.

ACTION ITEMS

Call Travelers regarding W-52 Parking Spot	George
Security Cameras	Doug
Building Inspection Report	Arran
Update on Status of Owner over 390 days arrears	Doug
Cistern Estimates/Estimates w/out Cistern Use	Arran
Price on replacing security bars/original	Arran
Porch Light Replacement	Arran
Electrical Circuit Breaker Boxes	George/ Arran