

**Cowpet Bay West  
Board of Directors Meeting  
February 5, 2013**

**Present:** Bill Canfield, Rosie Wells, Sharon Koehler, Doug Rebak, Dick Lameoruex, Arran McGinnis,  
Holly Case/Phone Conference: Ed Wardwell

**Approval of Minutes:**

Approval of Minutes of January 8, 2012: There being no objections to the minutes, a motion was made to approve the January 8, 2012 minutes as recorded. All were in favor.

**Manager's Report:**

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

Generator: The generator circuit board was received and installed. The generator will automatically come on but has to be manually turned off. Currently staff is in the process of testing to ensure the circuit board is compatible and automatic timing is correct. Arran suggested that a 10 minute delay after WAPA returns power for the generator to automatically turn off and 30 seconds for the generator to automatically turn on when power goes out.

Generator can't be used for more than 30-days a year per WAPA policy, should be used for emergency purposes not full-time operation. The generator is tested and ran two times per month for approximately 4 hours.

Transformer Installation: Transformer installation was completed by Kent Harvey on January 16. Currently there is a discrepancy in his billing statements and the amount being charged to each property. The Board decided that he is not to exceed \$1,500 a day, plus traveling and lodging expenses, regardless of where time was spent. Presently the billing is being discussed and worked out between CBW, CBE and George Blackhall.

Board decided that a local company, Frank's Electric, will now be handling all of CBW's high voltage electrical issues.

Tree Trimming: Several owners are asking for trees to be trimmed and cut back. Arran will continue to have the staff work on the ones that need negligible trimming. Any sizeable requests will be handled through professionals when the annual tree trimming is scheduled during the month of June for hurricane season preparation.

Elysian is liable for majority of the palm trees on the beach. Association is responsible for trimming and removing coconuts for approximately 10-12 palms on CBW property.

Suggestions:

- Doug suggested firecrackers and overgrown landscaping by L-50, entrance to the property, be cut back and made presentable since it is the first thing you see when entering the property.

- Sharon informed Arran that rocks fell from the wall on Leeward and need to be replaced.
- Doug recommended that the telephone rooms be reorganized and cleaned up. The lines need to be labeled and connections need to be tested. Dick suggested placing locks on the rooms to prevent any further issues. Arran will contact Innovative and get locks for the rooms.

Golf Cart: The golf cart ignition, relay and micro switches were replaced and it now in working condition. Arran feels that the property needs one more golf cart to increase production of the staff and allow Security Guards to be mobile for emergencies. He will look into the prices.

**Treasurer Report:**

Bank Balances – February, 2013

General & Special	\$ 93,000.00
Reserve	\$ 323,000.00

Arrears:

3 owners are in arrears. One owner is 6 months in arrears and a lien has been placed on the property. Two owners are 3 months in arrears, one has a lien still in place. The other owner in arrears, Holly will start the process of notification to the owner that a lien will be placed against the property for past due Association Fees and unpaid dog fines.

Handouts are complete for the Annual Owners Meeting. Including a 2-year history statement, the budget for 2012 Actual and the 2013 Budget; Insurance Coverage Summary; and cash equivalents.

In order for Jeanne Brennan to complete financial statements, she suggested that we execute a resolution indicating that the \$150,000 that was transferred from the Reserve account on May 1, 2012, to the Special Operating Account be a permanent loan. The funds were used to pay for insurance premiums.

Dick made a motion that the Resolution be accepted, Sharon 2nd , motion passed.

Jeanne needs a detailed explanation of any litigation:

- Ed confirmed that there has been no change in the status of either Walters or Kromenhoek litigation since the October 19, 2012, mediation session. Jeanne suggested that Attorney Joe Riopelle provide explanation.
- There has been no further contact from CGL insurance carrier on the status of the claim regarding the alleged fall that took place on the steps of Leeward 3 on July 4, 2012. Since no litigation has been determined, the Board will not need to provide an explanation.

**Committee Reports:**

Nominating Committee: Confirmed that the election tally program is ready and will be downloaded on Holly's computer and brought to the Annual Meeting. Doug will ask for a second volunteer to help with tallying votes. Doug reminded that roll-call needed to be done to ensure that quorum is met.

Meet & Greet Arrangements: The Meet & Greet will take place at the Yacht Club, February 7, 6:00pm-8:00pm. Bill arranged for a bartender so that a cash bar will be available to the owners. Doug is

bringing soda, water, beer and wine. Sharon is bringing cups, silverware and plates. Owners are bringing favorite dishes.

Annual Meeting Arrangements: The Annual Meeting will take place at the Yacht Club, February 9, 9:00am. Will set-up on the lower deck with approximately 50 chairs, a table in the back for handouts and tallying votes, and a table in the front for the Executive Board. Board will provide coffee, water, pastries and fruit.

The Agenda was discussed and decided that it will be arranged exactly according to the by-laws. President, Treasurer, Insurance Chairman and Property Manager will be on the Agenda to report.

#### **January 8 Action Items:**

- Gray Water System (Cistern Cleaning)- Cisterns are in good condition, grey water looks good
- Power wash sidewalks (Completed)
- Generator Cost (Completed) - Will get cost sheet to the Board
- Roof Assessment Cost (Completed) - One assessment is complete from First Resort Painting. Board indicated that a second bid was viable. This will ensure that the findings are the same and possibly lower the cost of repairs. Arran will contact Charleston Burton for a second assessment. Ed volunteered to have one more bid completed as well.
- Power Outage Notification (Completed)
- Fidelity Bond (Completed)
- Send out Nomination Packages (Completed)
- Flyer for Meet & Greet/Annual Meeting (Completed)
- Annual Meeting Refreshments (Completed)

#### **New Business:**

Wedding Request: Elysian requested permission to set-up for a wedding party in October of 2013. It will be set-up in front of the Beach Bar not on CBW Property. There will be a DJ from 6:30-10:30. Board had no issues, permission granted.

Handicap Parking Spot: Owner asked the Board for a handicap or to widen current parking spot due to being disabled and needing more space to get into wheel chair from car. CBW was built before the Fair Housing Act of 1988, therefore, CBW is in compliance with providing reasonable accommodations by having a parking spot as close to unit as possible. Ed has volunteered to speak with the owners to discuss the issue. Arran will also look to see if there is an alternate parking space that will allow better access for getting in and out of the car with a wheel chair.

Jon Cassady Update: He has physically relocated to his hometown outside Ft. Wayne, Indiana, with his brother Jay Cassady. He is under care of a local physician. He has improved physically considerably, he is walking and eating on his own. His short-term memory is still unstable but he continues to improve and his attitude is positive. He is comfortable and receiving a lot of local support from family and friends.

March Meeting: The next meeting will be decided by the Board of Directors at the Annual Meeting.

Meeting was adjourned at 1030.

## ACTION ITEMS

Roof Assessment Cost - 2nd Bid

Telephone Room

Golf Cart Price

Resolution for Permanent Reserve Transfer

Additional volunteer - tally votes

Generator Cost Analysis to Board

Arran/Ed

Arran

Arran

Sharon/Holly

Doug

Arran

# Resolution

February 5, 2013

**Association Resolution to permanently transfer May 1, 2012, \$150,000 loan from the Reserve Account to Banco Popular Special Account Operating (General)**

***Resolution of the Board of Directors of Cowpet Bay West Association ("CBW")***

*NOW, THEREFORE, the members hereby adopt , on behalf of the Association, the following resolution:*

*RESOLVED, to reclassify the original 'loan' of \$150,000 of Reserve funds approved for transfer to the General Operating Account, May 1, 2012, as a 'permanent' transfer, with all interest due forgiven.*

*This resolution is adopted and made a part of the minutes of the meeting of the Board of Directors on February 5, 2013.*

*BY: \_\_\_\_\_ Ed Wardwell, President*

*ATTESTED: \_\_\_\_\_ Rosie Wells, Secretary*

RESOLVED to reclassify the original 'loan' of \$150,000 of Reserve funds approved for transfer to the General Operating Account, May 1, 2012, as a 'permanent' transfer, with all interest due forgiven