

**Cowpet Bay West
Board of Directors Meeting
March 12, 2013**

Present: George Blackhall, Sharon Koehler, Doug Rebak, Dick Lameoruex, Arran McGinnis, Holly Case/
Phone Conference: Ed Wardwell/Absent (Excused): Bill Canfield and Michael McGuire

Approval of Minutes:

Approval of Minutes of February 5, 2012:

Sharon Koehler correction - Separate and complete resolution 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. Resolution will be approved and signed by Ed Wardwell and Rosie Wells.

Motion to adopt as amended was made and 2nd. All were in favor, motion carried.

Manager's Report:

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

Stair & Rail Repair: Only two left in Leeward and project will be complete.

Gray Water Pumping Station: First stage contaminate receptacle station is cracked and it needs a new screen system. Board budgeted \$20,000 to complete. CBW Staff is putting a cost analysis to do it in-house and will be receiving two other assessments from two different outside vendors for cost.

Doug suggested that it has not changed in 8 years and that it was still working correctly. Arran reiterated that its beginning to fail and has to be repaired more frequently. Current screen system is inadequate and needed to be updated to produce better results. Doug and Arran will examine the area.

Locks: Locks have been installed to protect the transformers, generator room and phone room. There is a key located in the office and Mutuba & Steve have both been given one.

Safe Drinking Water Seminar: Arran attended a Safe Water Seminar class over a 3-day period. Instead of dumping chlorine, would like to implement a chlorinated water injection system at the water distribution plant. Will consist of an injection system into the feed out and it will have a storage tank for diluted chlorine. The cost will range from \$1,200 - \$1,500. It will have a monitoring system and since the digital readers are extremely expensive the staff will test the chlorine in 5 different areas throughout the property bi-weekly. Will need to purchase PH testers, one for gray water and one for the R/O plant. This will help purify the water and keep a better monitoring system to ensure the system passes all DPNR requirements. Board voted in favor of purchasing the testers.

George stated that Arran took the initiative to respond and attend the water treatment classes. Several other facilities didn't see the notice, which puts CBW ahead in terms of knowing how to distribute and treat water in a better manner.

Arran will put a cost analysis together for the cost of the injection system and will purchase the testing equipment before the next Board meeting.

Mail boxes: The mailboxes were painted recently but the hinges are starting to break, the flags are falling off and all of them are beginning to rust. Also looking into a 3 mailbox package stand that will be able to hold larger items. He spoke with the mail person and she said that she would place a key in owners mailbox that will enable them to unlock the box and receive their packages on property. Arran will be putting some prices together for replacing the mailboxes and package stand.

Landscaping: Dick expressed concern that tools were being left out for too long. He would like to see them complete a project, have Arran inspect/approve and then all tools and extra materials put up after completion. Arran informed the Board that he has four sections and this week he would be walking through each with the staff member that is in charge of that section. He will inspect each one creating a list that the staff member must complete. He wants the irrigation covered up, mulch covering completed, everything trimmed/planted and show them what he wants done and what they are currently doing.

Roof Assessment: Received second estimated from Charleson Burton, the other bid is from First Resort Painting. Charleson wants to replace the entire 4x8 sheet of plywood, as where First Resort wants to patch and seal sections that are damaged. Both estimators have similar damage reports, verifying what exactly needs to be repaired. George wants one more estimate and will put them in contact with Arran to set-up a time for them to inspect.

Doug informed Arran that the edges of the roof were short in some area causing the rain to come back underneath the gutter. He stated that the advantage to doing the short cut versus the 4x8 cut is that they can make it go into the gutter preventing it from dripping behind the gutter onto the owners porches.

Arran's concern is that since only some of them have the overlap if we replace one we would have to tear out good parts of the roof to match it all up to bring the edges out. Arran will relook at the edges to see which ones come into the gutters and which ones are short. Arran's recommendation is to make the lines consistent using the 4x8 sheets would be the best to use.

Arran will reevaluate the edging with both estimators and put all the estimates together and send out to the Board before the next meeting.

Treasurer Report:

Bank Balances – March, 2013

General & Special	\$ 123,000.00
Reserve	\$ 323,000.00

Arrears:

3 owners are more than 30 days in arrears. One owner is 7 months in arrears and a lien has been placed on the property with the understanding of once the property is sold that all past due fees will be paid.

One owner has sent confirmation of check amount to be received this week which will put them in good standing. Past due balance for all owners over 30 days is approximately \$26,000.

George would like a list of units with current liens and a copy of the those. He feels that everyone should be treated the same across the board, if they are 6 months in arrear and have a lien on their property why are we not foreclosing in a certain time frame. This issue needs to be examined and a standard process needs to be in place.

Old Business:

Lawsuits: The federal lawsuit for Kromenhoek/Walters were dismissed through Judge Gomez. Judge Gomez granted them the opportunity to amend their complaints concerning the State portion of their suits. The Board has not been notified at this time of any additional appeals.

Ed will speak with Joe Riopelle and ask him to send an update to the Board as soon as he has a chance to read the latest filing.

W-52 Parking Space: George spoke with Travelers, they are requesting a copy of all correspondence and documentation between the Association and W-52. Then they will be able to advise the Board on the appropriate steps to take to resolve parking spot issue. He suggested that we may have a specific space that will fulfill her requirements allowing her to use her walker when getting in and out of their vehicle. If we can come to an agreement we will have her sign a release to not hold the Board in any way legally responsible for any additional requirements. Arran suggested a Guest spot that is larger in front of the unit that would accommodate her walker.

George made a motion to send the documents to the attorney at Travelers for their review and advise how to handle this situation. The motion was seconded, all were in favor.

Budget Shortfall: Sharon expressed that in previous Board meeting the budget has already been approved, sent to the owners and put into effect, therefore, we were not going to make any budgetary changes. Attempted to put an addition line in the budget to balance and still was not accepted by the lender.

Fidelity Bond Increase: Doug stated that we requested the minimal amount for the Fidelity Bond at \$250,000 in accordance with the Bylaws. If their requirement was \$363,000, it should have been expressed in the beginning when initially acquiring the bond.

George suggested that we work with our accountant to resolve the budget issue, if not, it can lower the value of the units because the lower interest rates would not be available to the owners. Doug suggested putting Brice McLaughlin, with his own funds, in direct contact with our Accountant, Jeanne, to come to the Board with what they recommend we need to do accommodate the individuals having difficult financing through Fannie Mae. Doug made a motion: present what the accountant and Brice advise to the Board for approval and will move forward at that time with their recommendation, if approved. George seconded the motion and were in favor. Motion passed.

Golf Cart: Sharon asked the status on the Golf Cart. Arran informed her that the golf cart is currently working. Security and the staff are using it daily. Suggestion was to modify it with a carry cart to pull behind the golf cart. This will allow the staff to carry material more quickly to work location.

February 5 Action Items:

- Roof Assessment Cost - 2nd Bid (Completed)
- Resolution for Permanent Reserve Transfer (Completed)
- Additional volunteer - tally votes (Completed)
- Generator Cost Analysis to Board (Completed)

New Business:

Insurance Committee: Doug reported that we have the Property Insurance and all other perils renewal coming up next month. Doug recommends that we renew with Mapfre, they have extended a courtesy discount by keeping our premium at \$227,000, last year premium, instead of increasing to \$260,000. Doug made the motion to go ahead with Mapfre, confirming with them to do the renewal. He will get a letter from them that explains in detail "comfort letter" what it covers. George seconded it, all were in favor. Motion passed.

Received a cancellation notice for our D&O and General Liability policy through Executive Insurance due to the recent lawsuits. Doug will work on getting quotes with other insurance carriers.

CBW Credit Card: George made a suggestion to acquire a company credit card to pay two accounts, insurance and WAPA. This way the CBW could benefit from getting cash back, 4.5%, on purchases from the Credit Card Agency. Doug reminded the Board that one person will have to sign for it putting their name on the credit card. He also suggested we should make sure that WAPA will accept whatever card is chosen.

Phone Room: Received an estimate to clean up the room and test the lines. He said that he would re-label everything, clean it up and can also rewire the room (making them all the same length) so that it looks brand new. He will also redo the schematics board so that you know exactly what line belongs to what phone number. Arran will verify with him the exact scope of work, how he is going to label everything and the cost.

New Board Meeting Day: Request to move it to Wednesday, all were in favor.

Storage Rooms: Arran will be going through them individually cleaning them out. We are requesting owners to let us know which units are theirs and reminding them that nothing should be left outside their individual storage areas. There is not enough for every owner and would like them to be available to those who want them from those who no longer use theirs. Arran will be remarking them so that they will be organized and won't be as difficult to locate.

Chichi Resignation: Arran spoke with chichi and he has now decided that he will no longer be leaving CBW. Arran and chichi decided to work on better communication and Arran helped him with personal issues that needed to be resolved.

Board asked for job descriptions of all of the employees so that the Board understands what they are supposed to be doing. Holly will get them emailed to the Board.

Bank Signature Cards:

Resolution to Amend Banco Popular Checking Accounts Signatories:

Association Resolution to Remove Rosie Wells and add George Blackhall to the Operating (General) Accounts Signatories

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

WHEREAS, CBW is a Condominium Association organized and existing under the laws of the Territory of the U.S. Virgin Islands; and

WHEREAS, the members desire that the Association shall act in full accordance with the rulings and regulations of the Internal Revenue Service, as administered by the Virgin Islands Bureau of Internal Revenue;

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

RESOLVED, that the Banco Popular general operating checking accounts (general & special) signatories be amended and only George Blackhall, Ed Wardwell, Bill Canfield, Sharon Koehler, Arran McGinnis and Holly Case to be authorized signatories .

This resolution is adopted and made a part of the minutes of the meeting of the Board of Directors on March 12, 2013.

BY: _____ George Blackhall, President

ATTESTED: _____ Bill Canfield, Secretary

Executive Committee: George elected Sharon Koehler and Doug Rebak as the Executive Committee.

April Meeting: The next meeting of the Board of Directors will be Wednesday, April 10, 2013. 7:45AM AST.

Meeting was adjourned at 1050.

ACTION ITEMS

Telephone Room	Arran
Golf Cart Price	Arran
Chlorine Injections System/Testing Equipment	Arran
Mailbox Pricing	Arran
Modified Roof Estimates	Arran
W-52 Parking Spot Information to Travelers	George/Holly
CBW Credit Card	Sharon
Employee Job Descriptions	Holly