

**Cowpet Bay West  
Board of Directors Meeting  
December 4, 2013**

**Present:** George Blackhall, Mike McGuire, Sharon Koehler & Doug Rebak

**Phone Conference:** Dick Lamoreaux and Sarah Hrabina

**Absent:** Bill Canfield

**Office:** Holly Case and Rita Aguila

**Guests:** Judith Kromenhoek & Rosie Wells

**Approval of Minutes:**

Approval of Minutes of November 13, 2013: Sarah Hrabina made a motion to amend the minutes , a motion was made to approve the November 13, 2013 minutes with amendments. All were in favor.

**Manager's Report:**

Fresh Water: The staff will be working with Poly Caribe to implement the rest of the chlorine injection system. This will ensure precise amount of chlorine is injected in the water system at scheduled times.

Innovative: Innovative met with Holly to explain how they will be installing the new main control box for the new optic cable line that is now available. They require CBW to run a new line from the old junction to the new box in order to receive Innovative's new services. Staff will install the new cable line in January, after completed Innovative will finish the final connections and the new services will be available to owners.

Storage Area: The staff will be working on cleaning out the remainder storage areas and rebuilding the ones that have deteriorated. The office will be contacting owners that still have not received a storage locker to offer available ones. Once this process is complete all the lockers will be painted and renumbered according to the unit number.

Generator Door: Due to the poor condition of the generator doors, Board approved ordering new ones. Since the doors need to be welded on the container in a high voltage area the staff is unable to perform the work in-house, the Board approved the doors to be installed by an outside contractor.

Porch Structures: The porch structure rehabilitation is being reviewed by the Board of Directors, engineers and contractors to determine the amount of work needed to repair it correctly.

**Treasurer's Report:**

<u>Bank Balances</u>	December 4, 2013	
	General & Special	\$ 30,000.00
	Reserve	\$ 249,600.00

Arrears - Holly continues to address owner accounts which are in arrears. It was reported that one owner's unit is going into foreclosure proceedings by the bank. Legal advice has been and will continue to be sought regarding any steps available to us to recapture lost revenue under the law.

Letter of Credit: The board is pursuing a letter of credit from Banco Popular to receive CBW's deposit back from WAPA .

**Committees:**

Solar Committee: The pilot solar program, originally approved by the Board, was tabled for future action. Information recently obtained from a contact at the VI Energy Bureau indicates that CBW will need to negotiate with WAPA to determine our status and obtain wither a reclassification or special exception for solar limitations before going forward with any solar project.

Nominating Committee: Nominations close December 9<sup>th</sup>. The Nominating Committee will review all applications and make recommendations as provided for in our bylaws. Owners will receive their ballots and proxies, along with brief bios on all applicants, at least 30 days prior to the election.

Landscaping Committee: The Landscaping committee has put together a report documenting what needs to be done and the grounds staff are working every week with different projects to complete the list.

**Old Business:**

Generator Update: A New transformer and transformer switch was placed on order. The transformer switch is a custom built, therefore, the switch will take 8-10 weeks to arrive. Frank's electric is on standby to replace once both are on island so that it can be replaced as quickly as possible. Holly will look into renting an emergency generator to run the security lights and pumps while awaiting production, delivery and installation of the necessary components.

**Lawsuits:**

The Kromenhoek/Walters lawsuits remain status quo while we await Judge Gomez' ruling on our Order for Dismissal.

**Employee Bonuses:**

In Executive Session, the Board discussed employee Christmas bonuses our limited financial resources and our 2014 budget constraints. The subject of redundancy of our two maintenance manager positions was evaluated, and by majority vote, it was deemed necessary to consolidate two jobs into one job. It was decided that we would keep Arlington Graham (Mutuba) on staff, and inform Steve Henry (Kornel) that he was being let go from our employ, as Mutuba has worked at Cowpet Bay West for a longer period of time. It was the decision of the entire Board present, to continue to pay Steve his weekly salary and keep his health benefits in effect until the end of January to give him time to secure a new job , and to pay him his full severance pay for his 23 years of loyal employment. All staff bonuses recommended by Holly were approved for payment.

Annual Meeting: The Annual Meeting will be held at the Elysian, February 8, and the Meet and Greet will be at the Yacht Club on February 6. A live band will be performing at the Meet & Greet for entertainment. The Board will make final arrangements at the January Board meeting.

**November 13 Action Items:**

- Send a schematic of the porches to the board (Completed)
- Seek legal advice about lien (Completed)
- Send documents to Dick (Completed)
- Send Solar Cancel Letter (Completed)
- Order Generator Doors (Completed)

**New Business:**

2014 Budget - Holly, Sharon and the Executive Committee are working on presentation of the 2014 budget to be completed and available to the owners by the end of the year.

Meet and Greet: Thursday, February 6, at the Yacht Club

Owner's Annual Meeting: Saturday, February 8, at the Elysian

Staff Bonuses: Christmas bonuses were approved for our staff, management and contract employees.

January Meeting: Next Board meeting will be Wednesday, January 8 at 9am AST.

**ACTION ITEMS**

Determine insurance figures for next year	Doug
Determine the electricity charges used previously by owner	George/ Holly
Follow up with the Letter of Credit from Banco Popular	Holly
Order Mailboxes (On Hold)	Holly
Find out what new services Innovative will be offering (fiber-optic)	Holly
Find out who owns what in the storage lockers	Holly/Rita
Send Bryce McLaughlin an email with an inquiry about tenants in arrears	Holly
Meet with VI Bureau of Energy in February	Mike
Find out quotes for renting a back-up generator	Holly