

**Cowpet Bay West Condominium Association
2014 Board of Directors Meeting
July 14, 2014 1700 (AST)**

President Sharon Koehler opened the meeting at 1702 (AST)

Roll call showed a quorum met with all Board members in attendance:

	Nicholas Overmyer	James Hosie	
Telephonic:	Sharon Koehler	Doug Rebak	George Blackhall
	Sarah Hrabina	Mike McGuire	

Staff in Attendance: Holly Case, General Manager

Owners: None

Approval of Minutes-

Minutes for the 6/9/14 Board Meeting were approved as written.

Manager's Report-

General Manager, Holly Case provided a detailed written report to the Board; highlights included:

Generator Switch Gear- A minor wiring alignment problem was reported and corrected with the installation now scheduled to take place 7/15. Also discussed was the condition of the radiator for the generator, used to cool the generator. It is approximately 9 yrs. old and consideration for replacing or rebuilding in the near future will be needed. Holly will do more research on costs with estimates of \$25k new & \$12k for a re-built.

Cisterns- Grey water cisterns have been cleaned. Holly will set up a schedule for it to be done every 2 years. Other cisterns will also be cleaned with work starting the 2nd week of August.

Electrical Upgrades- Holly reported she has gotten 2 of 3 bids for the electrical box repairs/replacements and both are very close in price. She will make another effort to get the 3rd bid. This was a budgeted project with approximately \$20k remaining available. It was noted the work will be prioritized, replacing those boxes in most dire need. The project will have to continue with more funds appropriated in the next fiscal budget. Discussion included what type of meters were being quoted and it was suggested a cost for digital meters should also be gotten for consideration.

Treasurer's Report-

Treasurer, James Hosie reported the total current bank balances at \$140,118. He indicated he would work on another cash flow report for next month.

Total amount due from owners in arrears was reported at \$36,441. W45 has paid (sold) and is no longer delinquent. A partial payment was received from L30 and is, therefore, less than last month but the option to record a lien was

discussed if still delinquent 60 days from now. New to the list is W22. It was noted there is still no communication with Felice/W27, in arrears at \$26,111.00. George Blackhall inquired about forcing a foreclosure and after discussion, including no action being taken by the bank holding the financing, moved the Board should contact legal counsel, Maria Hodge, to move forward and foreclose on the lien as it is held by the association. A majority vote approved the action, with Doug Rebak abstaining.

Committee Reports- Insurance-

Coverage for damages caused by water leaks to interior units was discussed again with Doug Rebak reporting Owners' upgrades ARE included if damaged under our current policy, subject to our deductible.

Energy Committee-

Mike McGuire reported there will be no news until further notice as the island is on standby with a moratorium in place for solar net metering. He indicated the committee should perhaps research battery backup for storage as an alternative. Being off-grid does not seem to be an option; however, it was pointed out the Sugar Bay Resort has been off-grid for 12 years and the Ritz Carlton is also off-grid.

Old Business/Action Items-

Storage Units- George Blackhall reported the storage area containing about 110 "cages" has been cleaned up and recommended/moved they be offered to Owners to rent on an annual basis for \$450 each. Discussion followed including Sharon Koehler suggesting the cost be closer to \$20 per month. Doug Rebak modified the motion for the annual rent to be \$240. The motion did not carry and the matter tabled with no action taken at this time.

Letter of Credit- Treasurer James Hosie reported the financial statements are being updated to complete this for submission.

Workout Area- James Hosie suggested the (current) Owners Workshop Area could easily be cleaned up, painted and used for a workout room for a very minimal investment. He indicated a/c would not have to be installed, noting fans should be sufficient. Under consideration; no action taken at this time.

Manual Update- Sharon Koehler reported her review of the manual with Sarah Hrabina and Holly concluded with no recommendations being suggested. The severance package under the old manual is no longer in place for new hires. Those who still are entitled are Matuba, Marcella and Joey. Bonuses are capped at a maximum 2 week salary and raises are at the Board's discretion in the manual. One minor observation made was the medical benefits section does not specifically state coverage is for full-time employment.

New Business-

Billing Issue- Doug Rebak inquired about a billing issue, noting he is not receiving his monthly statements without calling the office of late. Holly stated a new version of Quick Books was recently installed and believes it has caused the

glitch affecting a small number of Owners. Attempts are being made to fix and alleviate the problem.

W14 Theft- A 2nd theft was reported, this one at W14 with the same m.o. This time a person was noticed by a new employee who did not take immediate action, but later gave a description. Everyone is being cautioned to be alert and call the office if noticing anything suspicious. Owners are encouraged to keep their doors locked even when home.

Security Guard Tardiness- Holly reported having issues with punctuality with one of the guards and will make an effort to have the problem rectified with the service company.

W51- It was reported W51 has now painted their doors white. Holly indicated she will send out a violation letter, similar to the same letter and issue at L46 who corrected the problem after receiving the letter.

Water System Report- Sarah Hrabina reported Holly had given her and (husband) Randy a tour of the water systems for recommendations. Overall, the systems appear to be well maintained. Two minor recommendations were made. For a major consideration, installing alternating controls for the backup pumps was suggested, noting the cost (for each one) to build using Cutler Hammer parts or purchasing could be \$2,500 or more. The alternating controls will benefit the system, increasing the life of the pumps and most importantly decreasing the “down time” to Owners/tenants when a pump fails. In the event of a problem, the control will automatically switch to the reserve pump. As it is right now, if the pump goes down day or night, staff has to manually switch it out meaning owners can be without water for an extended period of time until switched or corrected. Discussion included current funding restraints putting this item out for future review and consideration in the next budget period.

With no other business to come before the Board, the meeting was closed, adjourning to Executive Session at 1818 (AST) and concluding all business at 1836 (AST).

The next Board of Directors meeting will be **Monday** Aug 11, 2014 at 1700 (AST)

ATTESTED:

I, Sarah J. Hrabina, Secretary for the Cowpet Bay West Condominium Association Board, certify that the minutes, as transcribed by myself, are true and correct to the best of my knowledge and belief.

Respectfully submitted,

Sarah J. Hrabina

Sarah J. Hrabina
Board Secretary

Transcription of minutes completed on 07/25/14
This meeting was recorded

Action Items:

Workout Area Plan/Cost	James
Long-Term Planning Committee meeting	Holly, George, Nick
Letter-of-Credit	James, Holly
Generator (12kw) return or payment	Holly
Fiber Optic Cable Property Inspection	Holly
Radiator replacement costs (for generator)	Holly
Electrical Upgrade Bids/Digital Meter cost	Holly
Legal Counsel for foreclosure W27	Sharon/Maria Hodges
Storage Units-viable plan to rent out	ALL
Quick Books billing glitch	Holly
Letter of Violation W51	Holly