

CBW Board Meeting 10/08/2024 (Zoom)

6:00PM

Present: Kevin Gregory, President; Sherri Levin, Vice President; Rick Hunter; Mike Harrell; Marilyn Blackhall; Tara McCafferty; Bill Brewer; Judi Kromenhoek, Secretary
Absent: George Hefferon

Meeting was called to order and the September, 2024 Minutes were approved.
Special Meeting of 9/13/24 Minutes were approved

Treasurer's Report: \$850,000 Reserve Fund

\$305,000 Insurance Fund (these figures are approximate)

We are showing a YTD profit of \$200,000 however there is still emergency work that must be done and paid for.

Motion was made to approve enlargement of three basement doors at a cost of \$15,000. Blanco Construction will do the job and they are starting with three doors in the most critical condition starting under 39 Leeward. There is a door at the end of each building.

Motion was passed by all.

Old Business:

Accounts with Balances past due

Will incur a service charge of \$25.

Will incur a finance charge of 9% annual rate (0.75% per month).

Accounts with balance over 2 months past due

Will incur a service charge of \$50.

Will incur a finance charge of 9% annual rate (0.75%) per month.

Accounts with balances over 3 months past due

Will incur a service charge of \$75

Will incur a finance charge of 9% annual rate (0.75%) per month.

Office warns owner, in writing (CC BOD), that a lien will be placed on their unit unless their balances become under 90 days late.

When a lien is filed, an additional \$50 fee for lien processing will be charged to the owner's account.

Office Manager informs BOD via email when any owner's balance is over 3 months past due.

Accounts with balances over 4months past due

Will continue to incur a service charge of \$100 per month, plus \$25 each consecutive month of balance aging.

Will continue to incur a finance charge of 9% annual rate (0.75% per month).

The Board of Directors determines a director to place in charge of overseeing collection.

Foreclosure shall be considered. The late owner is informed in writing that the "Association has the power to foreclose on their property in accordance with 2012 Bylaws, Article V, Section 6. 'Default in Payment of Association Charges' and Section 7 "Foreclosure of Liens for Unpaid Association Charges".

Association collection expenses, including specific administrative and legal fees, will be added to the balance due.

This policy was voted on and approved 9/20/2023.

Motion was made for approval for aluminum walkways over the WTP tanks. The materials will be purchased from Granger at a cost of \$25,000. This is just materials and we will have additional costs for shipping and installation. Most of the installation will be done in house. These walkways are necessary to pass inspection.

Motion was passed.

Motion was made for approval for engagement of Tom Singleton to perform the 2024 Financial Statement Audit. The cost estimate is \$8,100.

Motion was passed.

Roof Maintenance- our roofs are not in good shape, there are lots of seams that are leaking water. The Facilities Committee (Mike Harrell, Bill Hansen, Bill B., & Matt) will begin discussions with roofers. Tom from ARS (who worked on Anchorage roofs) will provide some information. Rick and Bill will look into the possibility of going after the roofers from St. Croix who did sub-standard work on our roofs in 2017.

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Professional landscaping proposal from Alfred Berry. Alfred and two of his employees will work one full day a week with our gardeners. They will direct our gardeners with a punch list and Mr. Berry will check on work a couple times a week. There is no contract needed and a Motion was made to try this for a 6 month period at a cost of \$6,000 per month. We would do away with the day laborer we employ and not replace an employee who has left. Our landscaping has been an ongoing problem. Motion was passed and our day laborer will be given two weeks notice.

Declarations Amendment - Rick is working on a second opinion to Mark Hodges and will have an evaluation ready for the November meeting To be discussed at Executive Session.

Legal Counsel - It was discussed that adding additional legal counsel would be an option. Bill and Rick are looking into this.

Employee Handbook - Attorney Meade promised to have this finished by the end of the week.

RO Plant - the DPNR Grant will be released pending accepted bid. Custom Builders, Paris Construction, and Anthony Roger's are in bidding process.

Some problems we are incurring, sewer lines from lift station 3, (one is above ground and one is underground by Leeward 6. Fresh water and sewer lines CANNOT be in close proximity and not in the same trench.

New Business:

Generator Building - Matt has secured it for now but the trailer housing the generator needs to be replaced with a water tight building. Matt is looking into this and the Facilities Committee will address this issue.

One of our gardeners is on light duty pending surgery.

The sail boat is still on our beach. Bill, Marilyn and Matt will meet to discuss our options (if any).

Kevin will miss the November meeting.

Sherri's Motion:

Evergreen Documentation to Keep Owners Informed

Before creating an online log for motions, owners could only learn which options passed by reading through the minutes, one set of meeting minutes at a time. This extremely time-consuming (inefficient) process also results in CBW BOD's making decisions while unaware of passed motions.

Therefore, I move to place the *Motions Passed Log* on the Owner's Portal for owners and to provide a historical record to assist future Boards in decision-making.

Motion was passed.

Tanji provided a spreadsheet of proposed 2025 pay changes and 2024 bonuses for the BOD to review and make recommendations and approvals for raises and bonuses. These will be voted on at the next meeting.

Motion to adjourn 8:15PM

Next meeting November 12, 2024 at 6:00PM