

**Cowpet Bay West Condominium Association  
2014 Board of Directors Meeting  
October 15, 2014 1700 (AST)**

Vice President Nicholas Overmyer called the meeting to order

**Roll call showed a quorum met with a majority of Board members in attendance:**

Telephonic:	Nicholas Overmyer	James Hosie (at 1712)
	Sarah Hrabina	Doug Rebak
	James Hosie until arrival time	Mike McGuire
	George Blackhall at 1728	

**Staff in Attendance:** Holly Case, General Manager

**Owners:** Bill Friend/Telephonically

**A moment of silence was given by the Board to honor Sharon Koehler who passed away last month and will be greatly missed by all.**

Vice President Nicholas Overmyer was nominated, approved and accepted to be President for the remainder of the year. The Board addressed the requirement to fill the vacancy on the Board. Bill Friend, L27 and owner since 12/2013, was recommended and appointed. Bill accepted and joined the Board telephonically and was welcomed by all.

**Approval of Minutes:**

Minutes for the 8/11/14 Board Meeting were approved as written.

**Manager's Report:**

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

It was reported the recent storm was uneventful with no damage whatsoever.

Pesticide spraying is being done to help control mosquitoes. Chikungunya, with flu-like symptoms, is carried by mosquitoes and a high number of employees came down with chikungunya, including Holly during the month.

The first phase of the electric meter junction box replacements was completed, using the two contractors, and went very smoothly.

The generator day fuel tank previous discussed will not be completed before year end. It will, however, be put in the budget for the next fiscal year and done in January/2015.

**Treasurer's Report:**

Treasurer, James Hosie reported the total current bank balances at \$109,442. With most of the project expenses paid, reserves have increased as anticipated.

It was noted the projected reserves as of 12/31/14 should be approximately \$210,000.

Total amount due from owners in arrears was reported at \$46,141, from three owners. The unit with the largest, and more than half of the amount, is in the process of foreclosure through our attorney Maria Hodge.

The Budget vs Profit & Loss to date was reviewed. The largest single item under budgeted was in the generator repairs and improvements category resulting in a deficit of \$60,000.

## **Committee Reports:**

### **Energy Committee**

Chairman Mike McGuire provided Board members with two (2) proposals from two (2) individual owners for consideration. After a lengthy review it concluded no approval could be warranted at this time. Bill Friend indicated individual solar systems just may not be conducive to condo life. It was suggested the Committee re-visit the original pilot program discussed in 2013 as the best approach for using solar power without net metering. Doug Rebak agreed it would be less problematic and Mike McGuire indicated the consensus of the Board would be for an Association proposal plan for common area use.

### **Long-Term Planning Committee**

The Committee held its first meeting, looking at some of the major issues needing to be addressed, discussing useful life expectancy and time line. It was noted it is just the beginning stages. Bill Friend has agreed to chair this committee.

### **Nominating Committee (2015 Election)**

Doug Rebak, Chair noted the first notice regarding the election, as required by the bylaws, has been included in the October newsletter. There are FOUR (4) Board positions open. Candidates must file petitions with the Nominating Committee.

## **Old Business/Action Items:**

**Workout Area-** It was reported the workout area has been painted. A key-code lock was suggested to secure the premise. Liability issues were discussed with Holly indicating she would check with the Elysian and what documents they use for pool/gym use. It was suggested any equipment could be considered in the 2015 Budget. James Hosie presented a plan to improve the current space under consideration for the workout area. It was estimated the cost to paint and improve would be under \$200 and the Board was in agreement to proceed with plan for the workout area

**Staff Evaluations-** The General Manager indicated she completed the annual staff evaluations last month and with the September meeting cancelled she

communicated the recommendations to the Board through email. Board approved the managers recommendations and staff was awarded raises effective September 1, 2014.

Sarah Hrabina inquired about the need for the Board to review the general manager's position. After some debate, it was decided the Board's Executive Committee should conduct an "official" review before the Nov. Board meeting and provide recommendations to the Board for final decision next month.

**Innovative-** It was reported the new service lines are almost complete.

**Security Cameras-** Discussion included a projected cost of about \$2400.

Other action items reviewed, but no additional action taken.

**New Business:**

**Annual Meeting-** In keeping with tradition, the proposed date will be February 7, 2015. Holly will try to make arrangements for the Elysian Conference Room for the location.

**Annual Meet & Greet-** Again, in tradition, the Meet & Greet is the Thursday night before the Annual Meeting. Therefore, the proposed date is February 5, 2015. We will, again, try to make arrangements to hold this at the Yacht Club.

**Preliminary Budget-** Holly will work with James on this. It was noted exterior painting needs to be considered; last painted, 2008. A suggestion was made to split over a two year period due to additional repairs that will/may be needed, increasing the cost.

With no other business to come before the Board, the meeting was adjourned at 1910 (AST).

The next Board of Directors meeting will be Monday, November 10, 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*

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Sarah J. Hrabina  
Board Secretary

Transcription of minutes completed on 10/24/14  
This meeting was recorded

**Action Items:**

CBW Common Area Solar Plan	Mike
Preliminary Budget	Holly/James
General Manager Annual Review	Doug/Executive Committee
Long-Term Planning Committee meeting	Bill, Holly, George, Nick
Letter-of-Credit	James/ Holly
Fiber Optic Cable Property Inspection	Holly
Radiator replacement costs (for generator)	Holly
Legal Counsel for foreclosure W27	Maria Hodge/Nick
Storage Units-viable plan to rent out	ALL
Letter of Violation W51	Holly
Security Cameras	Holly
Annual Meeting location	Holly
Meet & Greet location	Holly