

Cowpet Bay West Condominium Association Board Meeting  
September 27, 2022 7PM

In attendance: Bill Hanson, Kevin Gregory, Alan Gordon, Marilyn Blackhall, Michael Harrell, Judith Kromenhoek, Sherri Levin, Larissa Staszkiw, Jennifer Planeta, Tanji Williams and Matthew Willey.

Meeting Minutes: Board members will read minutes from the previous meeting and will approve at the next meeting.

Old Business

Backup Generator - The ordered backup generator should arrive in the next few weeks. Frank will install it. Installation of the new generator will not take long to install.

Larissa update on issues with the Declaration document. Atty Duensing was supposed to email us last week on his findings of our Declaration but we have not received anything from him yet.

Owner with outstanding balance. 2,200 was paid this month. Owner continues to pay current payments and expects to pay the balance of what is owed by the end of this month, when a property closes. He owes 12,500.

No additional owners are significantly in arrears, maybe one month or a few weeks late with a payment.

Keon/Property Survey - We were supposed to receive something last Friday from Keon. He is slow with the way he does business, but do not think we should start over from scratch, let's see what he comes up with. Larissa is concerned with his work product. Send him a letter stating we need this work by October 15th. He has completed some of the field work. Send a letter asking him to communicate with us and give the status of what has been done and what we need. Larissa will write the letter. Not sure of the accurate address to send to him. Letter will ask for the information and work he has completed thus far. Survey completed by October 15th.

Solar panel update - The panels are up on roofs. Insurance does not cover putting more panels up. On November 1st, laying the rest of the panels will begin. The inverters are intact and are being tested.

## Status of STYC walkway proposal/quotes

A draft proposal has been written up for estimates. Plans include new sidewalks and stairs between the buildings. Drawings have been revamped to clarify the work. Matt spoke with Richie and Ray Brown. Both are willing to start work. Richie said he would do the concrete work but not the fence. Ray Brown is able to move the gray water system to the new location and is willing to begin the work as well.

Larissa and Bill Bacon share concerns that we have a lot of sidewalks that need repair. Does not understand why plans are to reroute the sidewalks. Is there a more economical alternative to the stairs to STYC? The room that houses the gray water system is about to fall down. Bill Hanson has a list of repairs needed to be done. We plan to move forward to fix current sidewalks when we can.

The pump room is underneath the concrete and is falling apart. It needs to be moved now and is at a difficult angle. The stairs and concrete work need to be done. The pump room needs to be repaired and the sidewalk needs to be upgraded. It would be better than having to make a temporary walkway. Should there be an adjustment of scope of work to the new proposed way to the STYC? Trip hazards are prioritized and how to correct each trip hazard is being worked out.

Are we obligated to have access to STYC? Recommendation to poll the owners to find out how important it is for them to have access to STYC.

We need to move the gray water pumps and put in pipes. The stairs from the existing sidewalk to the new pump room are grumbling and need to be replaced and concrete work on both sides of it are needed. Some places are too narrow and need to be fixed. Mike Harrell said the sidewalk needs to be concrete. We need to secure or remove the overflow waste tank. We have to fix the green tank. People duck under the sewer line.

Matt will send a video of the area so we understand.

Project list for the Board of Directors is needed. Sherri will make a project list on Google Drive for all board members to review.

Kevin made a document on property repairs to review.

Audit has been released. Decision made to have the 2020 audit posted. Brody will not release the password. We need a copy so we can open it without a code. Tanji put it in the owner's portal. The wrong version is up. Number of units is wrong. We posted it. An updated version will be posted soon.

Kevin asked about initiating a new audit. Do we want to make changes in the accounting system or wait until the 2021 audit is completed? Larry Kemp wants to work on the quarterly taxes only and not take responsibility for other financials. Sherri and Bill H. are looking for a new auditor. We will discuss and find a new auditor and what role Larry Kemp will have moving forward. We may want to hire an advisor to structure our accounts.

BH Lofts. Lofts have to comply with codes, egress, height and windows. We should make sure that lofts are approved by engineers. Some units have a loft that you have to access with a ladder. Mike Harrell and Bill H will put some guidelines together to follow building codes etc and for condo repairs.

CBW Storm preparation - staff checklist and owner notification suggestions.

There is a timeline for tasks. Hurricane preparation starts in June with a hurricane checklist. Tanji and Matt know what tasks to do prior to the beginning of hurricane season. We should have a meeting in the middle of May to discuss if changes need to be made to the schedule.

Blanket policy that all shutters must be closed, if shutters are not closed owners will be fined and will be responsible for any damages caused. Property managers need to know policy, if there are storms in the forecast; and/or no one is in their unit 24 hours prior to the storm approaching, shutters should be closed and porch items moved. A fee has to be high enough for the owners not to depend on CBW to close shutters. 40% of owners expect the association to take care of it. If an owner has not closed shutters then the staff will close shutters and a fine will be billed to owners. They should have a designee on property to shut the shutters. Those on property will have 3 hours prior to the storm approaching to close shutters. If not on property it is a requirement to have shutters closed. Bill H has drafted a document. We can update and include the fine. Google drive share document with policy to close the shutters.

Decision made to have the 2020 audit posted. Sherri trying to find an auditor. Larry Kemp just wants to work on the quarterly taxes and not take responsibility for other financials. Do we want to make changes in the accounting system until the 2021 audit? We can hire an advisor to structure our accounts. Sherri and Bill are looking at other accountants.

We notify owners by email primarily. When time is of the essence emails are not efficient especially for hurricane preparedness. Owners need to know what we are doing and what are the expectations. Short notice is going to happen. Send to owners an option to receive a text for alerts, there will be a group text for hurricane preparations.

There is a software program to advise employees of alerts. Kevin Gregory will forward a software program to Tanji and Matt so they can send out alerts to owners etc.

Employee has used sick time and vacation time and he is using time for Physical Therapy. He is using time from his next sick days. We need to give him reasonable accommodations. He is currently coming in late on Tuesdays and sometimes on Thursdays at 11am.

Employee return to work. Are we keeping records or notes when the employee is on the grounds? Matt is keeping a log, and the employee is not signing off on things. He needs to bring in notes from Physical Therapy and bring in a therapy schedule so we know when he leaves and returns. He needs to clock in because the other employees clock in. Employees have cards to clock in. Board needs to establish the procedures for the employees and let employees know that clocking in is expected. If someone does not perform then things need to be written up. Employees will be told what the policies are by the board. We will have a zoom meeting for it. We have a procedure manual. Motion made to schedule an employee meeting so Board members can explain signing in policies etc. .

Sherri will host the next meeting.

Meeting adjourned at 8:27PM