

**DRAFT**

Cowpet Bay West  
Board of Directors Meeting  
April 5, 2011

Present: Max Harcourt, Barbara Walters, Rosie Wells, Greg Miller, Sharon Koehler,  
Bill Canfield, Jon Cassady, Louanne Schechter,

Al Felice, W-27, was present as an owner/observer.

Meeting Ground Rules: Civility and Respect

Minutes of March 8, 2011: The minutes of the March Board of Directors meeting were not approved as submitted. Max made a motion to remove an owners name from the minutes, Sharon 2<sup>nd</sup>, 4 voted for, 2 against. Motion carried. The Directors are waiting for the appropriate wording of the resolution. Louanne will redistribute the minutes when these changes are available . As Secretary of the Board.....I... Rosie Wells report these minutes in "protest."

Treasurer Report: The total cash accounts at the end of March were \$526,408.73. In the reserve account there was \$465,771.21 and in the operating account there was \$60,637.52.

Sharon sent a quarterly report to the Board Members for their review. Louanne provided a Profit and Loss report as of March 31, for the Directors to review.

### Manager Report

Infrastructure and Maintenance: Filters were changed as scheduled for the gray water, which are done every month. Fresh water filters are changed every other month.

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**RO-WWTP-Generator:** All systems are operating efficiently. The Generator was exercised on 2 separate occasions during February.

**DPNR Annual Inspection:** Mr. Donadelle from DPNR inspected the WWTP, Well, Fresh Water Systems, Generator, and logs for all systems. He reviewed water testing procedures by having the maintenance staff perform the tests. He reviewed the monthly DMR which includes all lab tests. There were no deficiencies noted by Mr. Donadelle at the completion of his inspection. The Directors congratulated Jon on a job well done and asked him to thank the staff for all their efforts.

**W-27 Seaside Sliding Door:** Karl Gartner was able to free the “pinched” sliding door. Dr. Felice contacted the office March 10 that it was working. Dr. Felice contacted the office again on 3/28 it was stuck again.

**W-35 Seaside Sliding Door:** Jon reported the sliding door on W-35 was caused from expanding rebar causing the concrete to lift up. The Association will repair the concrete and the owner will replace the tile.

**Security Poles Leeward:** Jon reported two poles on Leeward are not completed. The poles need new concrete pads, the forms are in place. The concrete will be mixed and poured this week. The poles are located near L38 and L43. Bill stated that the pole near L-43 had fallen Saturday while his daughter was passing by knocking her to the ground. Bill was out of town and wasn't familiar with the details. The incident was not reported to the Association. Jon will initiate an inspection of all poles for weakness in the bases.

**Automated Electronic Defibrillator:** The vendor, Amy Holmquest, replaced the pads and batteries.

**Extended Warranty for Rebuilt Transformer:** A 3 year manufacturer warranty is all that is available. Mr. Harvey, our electrical consultant, believes that if a problem exists, it will be noted within the first year.

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**Extended hours of operation for Generator:** Jon and Anna will request extended hours of operation in June when the Permit for air pollutants is renewed.

**AVM for Generator:** Jon spoke with Kent Harvey regarding an AVM for the generator. The generator has a voltage meter. Mr. Harvey said there is a product called an AOV(Amperage Oxide Voltage suppression monitor). The cost of this monitor ranges from \$25,000-\$40,000 and does not cover a direct strike or surge from lightning. In his opinion, it is not worth the cost.

### Old Business

**L-01 Electrical Repairs:** Max sent a letter to L-01 with the Directors response from the March Meeting. L-01 replied with a letter. Max read the letter to the Directors. The letter stated that he disagreed with the findings of the Board and wants the Association to pay all cost. The letter was contrary to his statement to the Directors on 3/8/11 that he would abide by the decision of the Directors. Following discussion, Bill made a motion the Directors stand by the decision of 3/8/11. Barb 2<sup>nd</sup>, all were in favor. Max will inform L-01 of the Directors decision.

**Security Gate:** The Directors discussed the Owner Request email on 3/23/11 sent by Sharon regarding the security gate. Max made a motion to maintain the current status of the security gate and guards, Greg 2<sup>nd</sup>, the vote: 5 yes, 1 no. Max will write a summary to all owners.

**First Bank Forms:** Greg obtained forms and they were given to Sharon.

**Fidelity:** Sharon is on the account.

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**Banco Popular:** Louanne had obtained forms, Sharon has them. Max suggested Sharon, Greg, Bill, Louanne, and Jon be signatories on these accounts.

**Resolution:** Jeannie Brennan is obtaining clarification from Mr. O'Connell and will forward as soon as available.

**Transparency in Meeting:** Barb made a motion owners attending Board Meetings state their business at the beginning of the meeting then be excused, Rosie 2<sup>nd</sup>, the vote: 2 yes & 3 no

**W-27 Swipe Card:** The owner of W-27 stated he didn't believe he should have to pay for a new security swipe card when it quit working. Following discussion, Greg made a motion we adhere to the current policy that owners purchase new cards/clickers as needed, Max 2<sup>nd</sup>, the vote: 4 yes & 1 no

Visitors were asked to leave as the following item is confidential.  
Greg excused himself to go to work.

**Owners in arrears:** There are 2 owners in arrears. Sharon drafted a letter to owners of one unit, the Directors approved the letter and she will email and send Certified Return Receipt. The other unit in arrears was to close on their unit last week. The closing is postponed. The Directors voted to extend their agreement through April 15<sup>th</sup>.

**Neighboring Property:** L-01 sent an email 4/3/11 to the Directors regarding the property next to her unit after she discussed the matter with L-04. Max stated Greg Miller volunteered to contact DPNR. Greg left the Board meeting before this subject was discussed. Max will contact Greg and report his findings to the Directors. The Directors recommend L-01 and L-04 both contact DPNR. Bill said he would make inquiries as to what could be done. The discussion is tabled until next month.

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**Electronic Bulletin Board:** Max stated he would look into the bulletin board this month.

**Complaint Policy:** Sharon presented a policy to the executive board (Max, Greg, and Bill) in a meeting this morning at her unit. Max requested that all Directors, Jon, and Louanne read the policy and make their recommendations by April 15<sup>th</sup> .

**Letter to Owners Vandalism-Fines:** Jon stated the renter was off island, he will set up a meeting with the renter, security, and himself this month.

**Hens and Chicks:** Max stated Bob Cockayne reported the hens and chicks were removed from the property.

**Committee Minutes:** All committee meetings should have minutes and the minutes should be forwarded to Board Members.

**Walk-Around:** The Directors will do a walk-around the property without staff this Friday morning (April 8<sup>th</sup>) at 9am.

**By-laws Committee:** Rosie reported Chuck Waggoner is reviewing current By-laws. Bill recommended the committee obtain a copy of CBE's By-laws for review.

**Insurance Committee:** Max reported Herb Horwitz will meet with Colin Probyn and forward notes of his meeting to the Directors.

The committee is requesting an updated appraisal. Jon is meeting with Shep Barrows this Thursday at 9am.

Rosie excused herself to go to work.

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**On-line-banking:** Sharon recommended the Association register for on-line banking. Louanne obtained information from Banco Popular; they charge a \$22 monthly fee for on-line banking. The Directors would like more information regarding “direct payment” of Association Dues.

Bill excused himself to go to work.

**Parking Lot Striping:** Tabled to next month

**Next Meeting:** The next meeting of the Board of Directors will be on May 10, at 7:45am.

**Adjournment:** There being not enough Directors left for a quorum, the meeting was adjourned.

**ACTION ITEMS**

Resolution wording	Louanne/Jeanne
W-27 Slider Stuck	Jon/Karl
Security Poles inspection	Jon
Letter to L-01	Max
Affidavit re: electrical work L-01	Jon

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Security Gate Summary to Owners	Max
Letter to Owner in arrears	Sharon
Letter to broker/closing attorney	Rosie/Louanne
DPNR response to neighboring property	
Boat work/ sanding/painting/storage	Greg/Bill/Max
Electronic Bulletin Board	Max
Review Complaint Policy	Directors/Jon/Louanne
Meeting with renter/security	Jon
Committee Minutes	Committee Chairperson
Executive Committee Minutes	Max
Walk Around 4/8/11	Directors
CBE Bylaws	Jon
Herb/Colin Meeting minutes	Max
Updated appraisal	Jon
Direct Payment through Banco	Louanne
Parking lot striping	Max (next meeting)

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