

**Cowpet Bay West
Board of Directors Meeting
June 12, 2013**

Present: George Blackhall, Bill Canfield, Sarah Hrabina, Arran McGinnis & Holly Case
Phone Conference: Sharon Koehler, Doug Rebak & Michael McGuire; Excused: & Dick Lamoureux
Guests: Rosie Wells

Steve Henry: Steve Henry, maintenance technician employed with CBW for 24 years, introduced himself to the Board and gave a recap of his responsibilities at CBW. He was given the opportunity to ask questions and express concerns.

Approval of Minutes:

Approval of Minutes of May 14, 2013: There being no objections to the minutes, a motion was made to approve the May 14, 2013 minutes as recorded. All were in favor.

Manager's Report:

RO, WWTP, Generator and all other Operating systems ran all month with no major issues.

Cistern Repair: Arran is currently getting estimates on repairing a cistern located below Building Windward 35-44. It's outside laminate coating is deteriorating causing structural issues, including a cracked interior column and beam causing all four sides of the block to crack. Two contractors, Bart Enterprises and Asencios Construction, have evaluated the cistern. Currently Arran is waiting on estimates from both. He will also work with the contractor and engineer that previously repaired another cistern with similar structural issues approximately 5 years ago for an assessment of damages.

Last repair cost approximately \$54,000 to have the exterior walls removed and cinder blocks filled back in, this was not a load bearing or threatening column. Presently the column in the cistern that needs to be repaired is a load bearing column, structure threatening, that needs to be overseen by an engineer to ensure it is repaired structurally correct. Currently there is no water leaking from the Cistern but the repair would need to be made soon to prevent any larger issue from occurring at a later time. Board suggested evaluating other cisterns on property to see any upcoming structural repairs.

Pest Control: Arran checked into pricing to have the property sprayed for insects quarterly, each spray is \$895.00. Arran believes that we do not need to have this done at this time, the staff currently informs us of any pests that may be causing issues with the plants on property during certain times of the year.

Door Estimates: Arran received an estimate of \$6,500 from Karl Gartner, Pro-Text Services, for 4 doors including installment. This is to place a surge protected door in the engineering room to prevent the pump room from flooding. The other 3 doors will be placed in the generator shed, two ventilated doors and a double commercial storm door, necessary for protection due to the high voltage. All doors are commercial grade aluminum with lockset and pre-hung frame. The staff is unable to install the doors in-house due to the frame needing to be cut out and the new frame welded to fit in place.

Water Safety Classes: Arran attended two days of Water Safety classes and attended two 4-hour Thursday courses. The course educates you on how to maintain a proper water system, free from all contaminants and DPNR/EPA compliant. The course will continue once a week until August 7th where a test will be offered to become Safe Water Certified.

Tree Trimming: Miguel Rodriguez will begin Hurricane Tree Trimming, Saturday, June 29. This will take place over a two week period on the weekends to be completed July 7, weather permitting.

Windward Roof Repair: Payment schedule was received from Bart Enterprises to implement into recurring monthly payments. Project will commence the week of July 15. Arran will confirm with the contractor to ensure no roofs on Leeward need immediate attention prior to hurricane season.

Treasurer Report:

Bank Balances – June 12, 2013

General & Special	\$ 37,000.00
Reserve	\$ 281,000.00

Arrears: 2 owners are more than 60 days in arrears. One owner is over 360 days and more than \$14,500 in arrears.

The final payment of \$75,829.00 was made for the Property Insurance Premium.

Question was brought up on whether or not we pay employees overtime. It was indicated that it is a rare occasion, usually on an emergency basis only. Office Manager reports overtime to the Treasurer with the bank account balances a few days prior to the monthly Board Meetings. According to CBW's Policy & Procedures, it states that any overtime paid, the manager is required to have permission from the Board or write a report to the Board with an explanation.

Committees:

Insurance Committee: All insurance requirements are completed for the year with the exception of the following two issues: First - The D&O Policy was bound through Mapfre, however, we are waiting for the returned paperwork and a copy of the policy. Second - Vehicle Insurance is due July 11, waiting on quote from Mapfre to compare with Theodore Tunick's quote and then will make the decision on which insurance company to use.

Energy Committee: Michael McGuire, chairman, set-up an Energy Committee Meeting for June 21, he will send the agenda to the Board so they are aware of what topics will be discussed. The committee will be focusing on Solar Energy and any technical or legal issues that could occur and what system is best for CBW.

Comment was made that other businesses with newly installed solar systems are commenting on the sizeable savings they are encountering. They are saving enough to pay for their systems within a few

years. Suggestion was made to at least get into the project 1/3 by the end of the year. Currently the Association is picking up the extra cost over what owners pay for their individual units, last month it was over \$13,000.

A large portion of this cost is to run the R/O and Waste Water Treatment Plant. The Energy Committee has also considered independently supply solar power to those two units.

Old Business:

Owner 360 Days Arrears: Board discussed owner that is over 360 days in arrears and it was determined that a lien was put on the property and because it's considered an Estate, the Association is protected and would be paid in full once the property is sold.

Late Fee Structure: Board discussed the CBW late fee structure and proposed that \$25 be charged for each month adding to last month's \$25 fee - example: first month late=\$25, second month late= \$50, third month late= \$75. Doug made a motion to approve, Michael seconded, all were in favor, motion passed. Holly will send out notification in the July Newsletter of the new late fee schedule goes into effect with August 1st billings.

Storage Units: Storage locker common areas in Buildings Windward 45-52 & 35-44/Leeward 1-8 & 17-20 were cleared of debris, the remainder storage unit area will be completed next week. Diagrams of the storage areas are being developed with the intent to assign numbers to all lockers. The diagrams will go out to the owners to help them locate and claim their lockers. Upon completion of this project the Board will determine the outcome of any unclaimed lockers.

WAPA Water Supply: Next year a Federally funded city water line will be installed to the Cowpet Bay area. George met with the Elysian, CBE, Ritz and Arran to discuss the possibility of connecting a WAPA water line to the properties. This will allow water to be supplied to the area for substantially less money than it is to produce water through the R/O Plant. WAPA will begin laying pipe in November, expected completion is July 2014. George will continue to update the Board as more information becomes available.

May 14 Action Items:

- CBW Credit Card (Complete) - Board decided that it would not acquire a credit card due to an individual that would have to personally sign for it.
- Email to owners regarding water increase (Completed)
- WebCash (Completed)

New Business:

Security Cameras: Board member brought up that security cameras are a good deterrent to keep criminals off the property and we could put in a 8 camera system covering most of the property for approximately \$4,000. The Board last year felt that it would not help with prosecution or to help catch them so the Board decided against it. Some of the Board members still felt that it would be a good deterrent and would be worth looking into. Doug will research and get back to the Board.

WebCash: Is a cash management program through Banco Popular that allows several banking options for the Association and owners. This program has a one-time set-up fee of \$25.00 and \$20 a month thereafter. Board voted to incorporate WebCash through Banco Popular allowing owners to pay Association Fees with debit cards. Holly will be acquiring this program by the end of the month. She will announce in the July Newsletter and will forward information to anyone that is interested in having access to this option.

Leeward 10 Construction: Sarah followed-up with the Board to ensure that we had correct paperwork and plans signed by an engineer for the construction project in Leeward 10. Since this is a structurally invasive project, it is important to have an engineer sign the plans. Arran informed her that we had plans but would make sure we would have the contractor give us a plan signed by an engineer.

August Meeting: There will be no July Board Meeting, the next meeting of the Board of Directors will be Wednesday, August 14, 2013. 8:00AM AST.

Meeting was adjourned at 1000.

ACTION ITEMS

Call Travelers regarding W-52 Parking Spot	George
Cistern Estimates	Arran
Late Fee Structure Notification	Holly
Security Cameras	Doug
WebCash Newsletter	Holly
L-10 Engineer Signed Plans	Arran