

**Cowpet Bay West
Board of Directors Meeting
September 13, 2011**

Present: Max Harcourt, Barbara Walters, Bob Cockayne, Rose Wells, Sharon Koehler, Bill Canfield, Jon Cassady, Louanne Schechter,
Vince Verdiramo is out of the country.
Lance Talkington (Leeward -03) announced himself as attending the telephone conference.

Minutes of August 9, 2011: Board members reported they did not receive a copy of the August minutes. A copy of the minutes will be emailed to the members and they will vote on them at the next meeting. (Copies were emailed during the meeting).

Determination of Necessity for Executive Session: No Executive Session was required.

Treasurer Report

Budget Revision: Sharon reported she collaborated with Jeanne Brennan, our accountant, on the revised budget for 2011. Jeanne provided analysis with the changes highlighted. Max made a motion to except the revisions, all were in favour.

Barbara made a motion to send the analysis as provided by the accountant to the owners, Rosie 2nd, all in favour.

Pay off loan from Reserve fund: Sharon made a motion to pay off the loan from the Reserve fund. She stated the total payment with interest is \$54,981.37, the initial loan was for \$60,783.33 and the interest is \$298.04.

Bill 2nd, all were in favour.

Transfers of monies: Sharon will work with Louanne to transfer funds owed to Reserve Fund from the General Funds and transfer funds owed from Reserve Fund (capital projects completed) to General Fund.

Revision added to meeting approved 10-11-11

Payment from Elysian: Sharon asked if we had received a check for the Elysian's portion of the beach and flood control project. Jon stated that he was meeting with Gene today. Max asked Jon to call him after the meeting.

Bounced Check: Sharon asked about bounced check- Louanne reported there were none last month,

Bankruptcy Unit: Sharon asked who was billed for the account in arrears. Louanne reported that Vince Verdiramo followed up on the ownership of the unit following the awarding of the bankruptcy court; the original owner has retained possession of the property. Louanne contacted the Real Estate agent and the closing attorney. The agent is rewriting the seller's contract as the previous buyer is still interested. The closing attorney, Marcia Resnick, has the current statement and will advise us what is collectable.

Old Business

By-Laws Committee Report: The committee request the discussion be tabled. Max requested the Directors submit their comments in writing as requested by Vince. Only one Director (Sharon) has responded to Vince's request at this time. Bob asked if the Directors are considered the Committee as a whole. Max stated yes.

Sharon reported she sent copies of Vince's suggested changes to Anna Paiewonsky and Herb Horwitz. The committee has not received any written comments from these owners.

Owners in Arrears: Max asked the status of owners in arrears. The owner that has a payment plan is continuing to follow the plan. Another owner that was 90 days in arrears replied by email they were making a payment and would catch-up by December. Bob asked for the total dollar amount over 60 days in arrears. Sharon reported it was \$28,466. Sharon's figure was the total for greater than 90 days. The actual 60 days was \$5,528.03 *revised [\$21,705.54]* as of August 31. One payment was made reducing the total to \$4,860 *revised [\$20,505.54]* current. (*Revision approved as of 10-11-11*)

New Business

Code of Ethics: Following discussion, the Directors agreed a written code of ethics is not necessary. The Directors agreed to improve on their communications and move forward.

Security Gate: The gate was open after Irene because the phone lines were down. The manual gate is broken at this time and repairs are being made. The security guards are stopping people in a professional and courteous manner.

E-mail List: Sharon requested **owners** email addresses are added to the Owners List. Bill stated trying to keep the list current is very difficult. Max suggested Louanne contact the owners and inform them that the Owners List will be updated with the owner's email(s) unless they contact the office that they don't want it included.

Blog: Sharon wanted to know why the newsletter stated that we don't have a blog. Louanne stated owners have called the office requesting clarification. The facts were placed in the newsletter as clarification for all owners. *Revision 10-11-11 Lance was asked about the blog, but he had dropped off the line.* Sharon suggested a Board member be appointed to preview the newsletter before it is sent. Max stated there was no problem and we should continue with the newsletter as we have.

Resolution: Sharon stated the resolution (from the April meeting) had never been executed and was not attached. She stated it needed to be typed, and signed or put into file and it should be signed by the President and Secretary. Louanne stated the revisions were inserted into the minutes when the Board approved them. Louanne sent Sharon copies of the revisions, as she requested yesterday. Louanne was unaware the resolutions needed signatures and will obtain the signatures that Sharon is requesting.

Manager Report

Infrastructure and Maintenance: Gray and fresh water filters were changed 8/5/11. All systems are operating efficiently.

The RO has not been run recently due to the heavy rains.

The generator ran without problems during the storm. Jon switched the generator to manual after the storm while WAPA made any repairs to the area.

Shutters: We follow the mariners 3 day avoidance within the vector cone. Irene was made a named tropical storm on Sunday and passed by on Monday, shutters were not closed. There was no 3 days to prepare.

Maria was a named Tropical Storm and we were within the vector. Owners were notified on Thursday and shutters were closed on Friday.

Transformer: 3 phase rebuilt transformer should arrive on island in approximately 2 weeks. When it arrives, we will schedule the electrical contractor, Kent Harvey, to install the transformer and complete the high voltage system changes slated.

Grey Water Lines: The project is approximately 70% complete. The heavy rains have prevented any work for the last 2 weeks. Work will complete when weather clears.

Elysian Payment: Jon is meeting with Gene after meeting

CBE Bylaws: CBW has sent their bylaws back to their attorney and are not complete. Bob would like Jon to try to obtain owner responsibility and insurance portions of their bylaws if they are complete.

Pump Systems: Jon has information on the pumps to share with the long term planning committee

Satellite Vendors: Dish network was installed by Enrique Garcia in two buildings.

Parking Lot Striping: On hold until weather clears.

Balusters: Repair after hurricane season

Painting of steps and railings: When weather clears.

Dish TV: Jon reported that Enrique Garcia had installed units i Leeward, and he was pleased with the operation. (Revision from 10-11-11)

Mapfre Insurance Policy: Policy is in the office.

Revision of Appraisal: Shep will return and revise the appraisal to include the systems that were left off. Bill will contact Shep to revise.

Contact information from Mapfre: Available in office

Road Sign: Louanne reported another incident occurred where the concrete base was pushed over. The Board was asked if the sign needed replacing. The bid for the sign does not include the base. Max asked to get an inclusive bid.

NO DOG SIGN: Jon asked for verification. Max stated the Board had decided to place a NO DOG SIGN, by the beach drive

Work Orders: Louanne is sending the work orders on Fridays. She was unable to send this Friday as the hurricane shutters blocked the internet signal. There were no complaints to send.

Banco Electronic Banking: Waiting for return call from Banco. Louanne requested information on several options. She will send any info to Directors when available.

DPNR: On hold, per Max

Long Term Planning: *Jon was asked again to send Max a copy of the LTP. Max is planning on scheduling a meeting of the committee in September (revisions approved 10-11-11)*

HO6 Policy: Mapfre will contact us when they have them

Service Dogs: Dogs must be registered with the ADA. VI does not have guidelines for service dogs.

Next meeting: October 11, 2011 at 7:45am.

Adjournment: There being no further business the meeting was adjourned.

ACTION ITEMS

August Minutes to BOD	Louanne
Transfer monies as calculated by Sharon to Reserve Fund on 9/14/11	Louanne
Letter to Owners in Arrears	Louanne
Written comments on revisions to Bylaws	Directors
Repair manual Security Gate	Jon
Inform owners email address(s) will be added to Owner List	Louanne
Update owner's list to include email address(s)	Louanne
Send Resolutions from February & March Minutes to Max and Rosie for signatures	Louanne
<i>Send LTP to Max</i>	<i>Jon</i>
Gray Water Lines	Jon
Elysian Payment	Jon
CBW Bylaws to Directors	Jon
Parking lot striping	Jon
Painting of steps & rails	Jon
Revision of Appraisal	Bill
Road Sign Bid for base + sign	Jon
No Dog Sign	Jon
Electronic Banking for Owners to make direct payment	Louanne
DPNR	Max
Long Term Planning Committee <i>meeting</i>	Max