

**Cowpet Bay West
Board of Directors Meeting
September 5, 2012**

Present: Ed Wardwell, Rosie Wells, Arran McGinnis, Holly Case
Phone Conference: Doug Rebak, Sharon Koehler, Max Harcourt

Approval of Minutes:

Approval of Minutes of August 7, 2012:

Ed Wardwell submitted correction - After discussion, the Directors unanimously approved to continue Jon's salary and benefits pending further review at the September 5th Board Meeting.

Doug submitted correction - Under parking Issues: changed end of "Leeward " to "Windward".

Motion to adopt as amended was made and 2nd. All were in favor, motion carried.

Manager's Report:

RO, WWTP, Gen Set, Operating systems ran all month with no major issues. On schedule for filter changes and maintenance for the RO plant. Water testing is done through Ocean Systems and all findings are reported through DPNR in St. Thomas and EPA in New York, next report will be sent next week.

All porch lights have been replaced, ordered the remainder street lights (5-year warranty). Will be ordering additional for back-up.

Rebuilt back-up transformer is complete, currently in Miami to be shipped to St. Thomas.

Requiring morning meetings with all staff to determine work for the day and to keep them organized and on track. Will be utilizing additional temporary employee to paint the 17 seaside railings and to complete stair and railing capital project in Leeward.

Treasurer Report:

Bank balances – September, 2012

General & Special	\$ 12,117.92
Reserve	\$ 312,680.74

Reserve account is owed \$19,416, two payments for August and September.

Accounting Fees:	\$5,940
Legal Fees:	\$14,956 (\$10,000-Walters & Kromenhoek/4,956-Misc. Legal Expenses)
Emergency Rail Repair:	\$22,000

Sharon expressed concern regarding the cost of repairing the Golf Cart. Parts were ordered beforehand without a disclosure of the cost. The golf cart has been repaired and is being used daily by General Manager and Staff.

Arrears:

1 owner is 3 months and 1 is 4 months in arrears.

General Manager:

Jon Cassady is currently in the Brooks Rehabilitation Hospital in Jacksonville. Jon is receiving physical and speech therapy 6 hours a day, 6 days a week. He is responding reasonably well from a physical stand point, he is able to stand and has full range of motion with his arms and legs and retains his physical strength. He is still unable to swallow, therefore they will be testing in ensure there is no blockage in his throat or esophagus.

Ed will be meeting with Jon and his brother Jay in Jacksonville this weekend to discuss how to best serve Jon's needs and the Associations requirements.

Committee Reports:

Insurance Committee: All Insurance has been paid for the year.

Security Committee: Porch lights have been replaced.

Planning & Property: Max will continue finding a chair for the Solar System Committee.

Legal Proceedings: September 7th, Attorney Joe Riopolle (Travelers Insurance Company) will file the names of the individuals who will have to provide a deposition for the Walters/Kromenhoek suit. He is not expecting any further action on the suit until October when the initial stages of mediation begin.

August Action Items

- Supplying water to the Yacht Club (Closed) - Further developments in researching on supplying water to Yacht Club have concluded that CBW will not be pursuing this venture
- GE Statistic Report (Closed)
- Insurance information for Jon (Completed) - Once Jon qualifies for Social Security Disability he has to wait 24 months before applying for Medicare. Jon is not eligible for COBRA Insurance.
- CBW Main Sign Condition Checked (Completed)
- Legal Fee Breakdown (Completed) - See Treasurer's Report
- Lighting replacement (Porch Light Completed)

New Business

Arrears: Board discussed an owner that owed over \$10,000, approximately 5 months behind, and the final steps to collect Association dues. \$1,500 of the fees are a result of tenant having a dog on the premises. After a certified letter was sent to the owner, they responded that they would make a good faith payment of \$2,000 and would pay the remainder as soon as possible. Owner was advised to put

their grievance in writing and it would be presented to the Board. As of September 4th neither the letter nor the payment have been received.

Board decided to send a certified letter, final notice, giving the owner 2 more weeks before shutting off utilities.

New Forms: Notice of Parking Violation and Installation Letter of Permission.

Screened in Porch: Owner requested to screen in patio, Board stated that the protocol would be for the owner to put in writing with engineering sketches and present to the Board for approval.

October Meeting: The next meeting of the Board of Directors will be Friday, October 12, 2012. 8:45AM
AST

Meeting was adjourned.

ACTION ITEMS

Road Sign	Arran
RFP for Solar System	Max
Cost of card reader to exit	Bill
Security Guard	Bill
Additional Parking	Arran/Holly
Street lighting replacement	Arran
Confirm Earnings for SSD	Holly