

## CBW Meeting Minutes 05/14/2024

Open Zoom Board Meeting, 6PM

Present: Kevin Gregory, George Hefferon, Marilyn Blackhall, Sherri Levin, Tara McCafferty, Matthew Willey, Tanji Williams

Kevin opened the meeting by requesting a motion to approve both the March 12th Meeting Minutes, as well as the April 19<sup>th</sup> Meeting Minutes, both were seconded and approved by all in favor.

Kevin would also like to make a note that the Board approved the April 8,2024, Updated Renovation Package via email vote. The new Renovation Package is available on the website, in the owner's portal.

Tanji reported that the 2023 Audit began on Monday of this week, and Tom Singleton's goal is to have a draft financial statement ready by the end of the month.

Matt reported that the facilities team has mainly been concentrating on working on the WWTP. The aeration has been completely installed and he hopes to migrate to the new tank by June.

George asks, "What is the status of the irrigation on property?" Matt responded, "All of Windward is complete, but Leeward still needs work. This work will take place once we have the new RO installed, and until then, only areas where plants are struggling, will be updated."

George also asks, "What is the status of digging the driveway to add new VIYA lines?" Matt explains that, "Although VIYA previously sent management out and we were told that this would be done, no action by VIYA has yet been taken." The old VIYA lines underground have degraded and need to be replaced. Our infrastructure consists of the original copper lines installed when the complex was built. These lines terminate at the road where newer fiber optic lines begin. This is not an ideal situation, and we need upgrades. We have talked about Starlink and ADM, but the owners who have these services have given us mixed reviews and say these services are not much better. We need an upgraded fiber optic infrastructure for optimal service.

George began the Treasurer's report by sharing a spreadsheet showing a Financial Summary of where the Association stood last year after Q1 vs this year after Q1, summarizing that the association is basically on target with the budget although we are a little behind where we were last year. Although we are tracking close to the budget currently, he anticipates about a \$100,000 shortfall by the end of the year. Therefore, we need to identify opportunities to increase what we are bringing in. We will be increasing our water fees in July, and we need to reduce our operating costs in 2024.

Marilyn gave a security report. She sees no need to make any significant changes to security at this time, as the system is functioning properly. However, she will continue to investigate and try to speak to some of the supervisory staff.

Sherri, as the chairperson of the Landscaping committee, gave a landscaping report. She and Matt met with each landscaper and did a training course section by section over the past month. Only one employee was resistant, and all other employees were receptive and eager to learn and adapt.

Matt brought up a challenge the landscaping team is currently facing. The St. Thomas dump is still on fire. Due to this unfortunate situation, the dump is still not accepting green waste, including tree and bush cuttings.

As a result, tree trimming in preparation for hurricane season will not be as extensive as it normally would be. Trees and brush posing the most threat of breaking during the high winds of a storm, especially those closest to our buildings will still be trimmed this year. However, trees requested to be trimmed for aesthetic purposes, will not be trimmed, until the dump is again accepting green waste. The association will have to take two actions to deal with the green waste this year. An independent contractor will be hired to remove the largest cuttings and dispose of them on private property. Secondly, a woodchipper will be used to chip smaller cuttings into wood chips to be used as mulch on the property. Management will avoid mulching areas closest to the buildings as the mulch poses a threat of pests that can adversely affect the structure of the buildings.

Susan Brewer brought up another good point, that it is important for owners to report landscaping issues directly to Matt. Matt will relay the issues to the landscaping team rather than owners directly asking a landscaper to take action.

Kevin went directly into Old Business and updated us on the Declaration Amendment Status. He is still working closely with Mark Hodge to complete the final draft of the amendment that should soon go out to the Board for approval before going to vote within the community as a whole.

Kevin is also still working with Michelle Meade on the Employee Handbook, which he is also hopeful to soon have approval on. He also confirmed that our D&O policy includes coverage for Employment Practices Liability. He emailed a copy of the policy to all directors. Tara McCafferty will work with AI software to convert the new Employee Handbook to Creole and George suggested we create an audio version since most of our employees speak Creole as their primary language.

Richard Hunter, who was absent, is also working with Mark Hodge to file a complaint with the PSA regarding the WAPA billing dispute. He will update us after his vacation.

Regarding the status of the RO Grant, Matt had a conversation with Ben Keularts of Tysam Tech last week and he confirmed that our application is open on Mr. Mark, of DPNR's desk currently. DPNR will also be on-site May 22 to conduct a compliance inspection. After the inspection, we should be able to go out to bid for contractors.

Tara reported that she is still researching with other Condo associations and Mortgage lenders on how to protect CBW's residential status. It is important that the association maintains that the community is a residential community with less than 50% of owners short term renting, to prevent new owners from being unable to get mortgages.

As Kevin moved to New Business, he suggests that we wait until Bill Brewer and Mike Harrell join us before we discuss the possibility of a Facilities committee to oversee renovation and construction projects.

Last month Mike, Kevin, and Matt met with a new engineer, Walt Basnight. He provided drawings for opening up our current entrances under the buildings. He also walked through the property and discovered several issues that were compromising the structure of the buildings. These maintenance items that need to be addressed immediately include open electrical boxes and AC boxes, cracked conduit, and dripping AC refrigerant lines. The worst identified problem is occurring under L-09 and is due to their refrigerant lines. The dripping lines are causing severe damage to the concrete structure of that building and rotting the woodwork under the buildings as well. Tanji sent an email to L-09 on April 16, 2024, informing the owner of the necessity to hire someone to repair these lines. The owner has not responded, and Tanji will therefore send a follow up letter giving the owner 30 days to make the necessary repairs before the Association hires someone and bills the owner for the repair.

Kevin will work on a policy document stating the Association's policy on Deferred Maintenance Items moving forward. The new policy will include an email first informing the owner of the need to make a repair that is causing significant structural or safety issues with suggestions of whom to contact to make the needed repair. The next letter if no response is received will be a follow-up letter giving the owner 30 days to make the repair. Otherwise, the Association will hire someone and bill the owner. This information will be placed in the Newsletter as well as an article drafted by Kevin informing the community of a water rate increase to be effective 07-01-2024 and will appear on August statements to owners.

George would like the board to go over our Hurricane Plan in the next meeting, and a motion to adjourn with all in favor ended the meeting at 7:26pm.

